



Internship Job Description Development and Fundraising Intern

General Description: Under the direction of the Development Director, Outdoors for All's fundraising/special events intern will work with a team of resource development staff and volunteers to assist with Outdoors for All's fundraising efforts. General development tasks include donor research, data entry, fundraising mailings, and assistance with planning and executing special events.

Specific Responsibilities may include:

1. Assisting in planning various fundraising special events, including an on-snow ski/snowboard demo day (annual March event raising \$40k), a bike ride from Seattle to Portland (annual July event raising \$40k), and a gala auction (annual October event raising \$230k).
2. Staffing said fundraising special events
3. Coordinating volunteers to assist at events, with mailings, and at various speaking events
4. Researching potential major donors and cultivating current major donors
5. Data entry (entering gifts, updating donor addresses, logging donor prospect information).
6. Writing and mailing donor thank you letters and donation solicitation letters.

Qualifications:

1. Good interpersonal, verbal and written communications skills.
2. Ability to work a flexible Monday through Friday schedule with occasional need for assistance some nights and weekends at Outdoors for All events.
3. Interest in nonprofit fundraising and special event coordination.
4. Commitment to a positive, fun and team-oriented working environment.
5. Some college coursework or commiserate professional experience.
6. Basic computer processing skills including MS Office.

Compensation: Internships with Outdoors for All are not paid, but offer a great deal of hands on experience. College credit is available upon request and school approval. Discounted season pass to the Summit at Snoqualmie* (*Dependent on specific job requirements for seasonal internships.*)

In addition, interns will gain and/or improve upon his or her:

1. Research, writing, editing, networking and general communications skills.
2. Understanding of finances and fundraising for a 501 (c) 3 nonprofit organization.
3. General computer, database, and organizational skills
4. Event planning techniques
5. Experience with donor relations
6. Knowledge of adaptive recreation
7. Ability to work in a fast-paced, highly-motivated, and mission-driven nonprofit organization.

Time Requirement: A minimum of three months or 120 hours commitment is required. During that time, interns are expected to work at the Outdoors for All office 10 or more hours/week during office hours (9 a.m. – 5 p.m. Monday – Friday). Schedule is flexible and agreed upon by supervisor and intern. Occasional weekend/evening work for events may be required.