

The Nonprofit Development Intern works in conjunction with the Development & Communications Manager. The Nonprofit Development Intern also works independently and collaboratively with other development department staff, fellow interns and external departments. This individual is expected to provide exceptional customer service to guests, community members and donors. This internship allows for personal and professional growth in a hands-on learning environment, as well as gaining an immense amount of real-world experience in the fields of event planning, writing, volunteer management and nonprofit fundraising. The ideal candidate possesses excellent organization, time management, communications and leadership skills; maintains the ability to work in a team-oriented environment; and is a task-oriented, creative, self-motivated individual capable of meeting strict deadlines.

*Please note: This internship runs from May 12-August 16 (or later preferred). This internship also requires flexibility, as the intern is expected to work days and some evenings and weekends.*

## **ESSENTIAL DUTIES & RESPONSIBILITIES (PLUS OTHER DUTIES AS ASSIGNED):**

### **Writing**

- Write, edit and submit content for communication channels (*Lakesider* newspaper, website, blog, e-newsletter, social media, etc.)
- Interview staff, community members and donors to write articles and testimonials

### **Events**

- Take reservations and organize reservation lists for all Development events
- Execute event changes alongside Development team members
- Assist with pre-event, on-site and post-event logistics (list generation, nametags, mailings, follow-up communications, etc.)
- Use websites such as Survey Monkey and SignUpGenius.com to create and manage event RSVPs
- Manage and provide support to Event team and Development team before, during and after events
- Assist with the check-in and registration for events
- Make event reminder phone calls and thank you calls to donors
- Keep track of event details and complete tasks as assigned

### **Volunteer Corps**

- Assist with weekly communications to Volunteer Corps (*Lakesider* newspaper, website, blog, e-newsletter, social media, etc.)
- Participating in and taking meeting minutes during Volunteer Corps meetings
- On-site staff leader at Volunteer Corps projects
- Manage Volunteer Corps applications, signup projects and associated data
- Manage Master Project List; assist in retrieving project needs from staff and associated details

### **Development**

- Assist with monthly donor calls and touchpoints
- Assist with communications to 1873 Fellowship Members (*Lakesider* newspaper, website, blog, e-newsletter, social media, etc.)

### **Administrative Duties**

- Provide excellent customer service to all Lakeside guests, community members and donors
- Manage and work the front desk. Relay messages to staff promptly and efficiently
- Process departmental billing and invoices
- Assist with direct mail communications
- Manage personal schedule and tasks via Excel or similar application
- Complete general office duties as assigned
- Edit and update the policy and procedures manual for the internship position
- Engage in database training and management

### **Additional Opportunities**

- Explore personal strengths with the *StrengthsFinder 2.0* assessment, activities and workbook
- Engage in professional development through interdepartmental reading group

# 2021 Nonprofit Development Intern



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**FOR MORE INFORMATION, PLEASE CONTACT:**

John Mann- Director of HR  
[internships@lakesideohio.com](mailto:internships@lakesideohio.com)

**HOW TO APPLY:** Applicants must submit a cover letter, resume and minimum of 3 professional references (name, title and phone number) and 3 writing (article, report, press release, blog, etc.). Only electronic submissions will be accepted, including follow-up. Send materials to [development@lakesideohio.com](mailto:development@lakesideohio.com). In the subject line, indicate the internship position that interests you. If you qualify for more than 1 position, please indicate in your cover letter and subject line; limit of 2. Applications are accepted until positions are filled. Priority consideration will be given to early applications.