



BOYS & GIRLS CLUBS OF GREATER MEMPHIS

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| Title: | Development Intern |
| Department: | Development & Marketing |
| Supervisor: | VP of Resource Development |
| Time Commitment: | 10-20 hours for at least one semester |

Program Description: The intern will be immersed in the world of nonprofit development with one of the nation's top youth-serving charities and most recognized organizations. This internship will engage with key aspects of fundraising primarily through donor stewardship, prospect research, marketing initiatives, and supporting the implementation of the development plan.

The intern will be responsible for:

1. Support the VP of Resource Development in the implementation of the Development Plan in various areas of fundraising.
2. Learn about the mission of the organization, all key programs, their impact, and upcoming events in order to curate and deliver a compelling "elevator pitch" about our organization.
3. Assist in donor stewardship through touchpoint phone calls to active and lapsed donors informing them of current developments within the organization as well as opportunities to engage with BGCM.
4. Utilize our prospect database to search for new potential donors based on zip code, income, previous giving trends, and other key metrics that predict their likelihood to donate. Make initial contact with these potential donors.
5. Support the creation of marketing materials to engage and recognize donors, community partners, and stakeholders including but not limited to social media posts, digital newsletters, PowerPoint presentations, and more.
6. Support staff and volunteers at BGCM events as needed.
7. Visit BGCM Clubs to capture mission moments, guest speaker images, staff of the month pictures and interviews, volunteer events, and Club kids' thank you videos or other videos as needed.
8. Perform corporate outreach as needed.

Qualifications:

- Enrolled at an accredited college or university in a relevant field.
- Experience in communications, marketing, journalism, or public relations.
- Exceptional verbal, interpersonal, and written communication skills.
- Must be familiar with Microsoft Word, Excel, and PowerPoint. Working knowledge of Constant Contact and Adobe suite is preferred.
- Must be available to work a few events outside of regular 9-5 hours
- Organizational skills to handle multiple projects, attention to detail, and the ability to prioritize in a changing environment.
- Proactive problem prevention and resolution.
- Ability to work independently as well as collaboratively as part of a team.
- Reliable transportation to the central office and BGCM Club sites.

Application Instructions:

Interested applicants should send a cover letter indicating why they are interested in completing their internship with BGCM, their past experience in work relevant to the internship, and how their schooling experience has prepared them for this type of internship. Also required in application submission are a resume and three professional references. For more information or to submit questions, please contact Katie Sweeney at katies@bgcm.org.

