

Donor Relations Intern

This Donor Relations internship is a 6 -12 month, part-time (6-20 hours per week) internship. This role requires an energetic, dedicated, and detail-oriented person who can manage multiple tasks. This individual is a team player with an entrepreneurial spirit, willingness to learn, and ability to manage multiple tasks while adapting to shifting priorities.

As a Donor Relations intern, you will be given the opportunity to guide and direct donors through the donation process. Through the use of online platforms, you will be responsible for maintaining positive relationships and communication patterns with various organizations. Along with communications work, other duties include filing donation forms and informing the HUG team of our donations in progress.

Responsibilities

- Lead engagement efforts to attract interest from potential donors
- Maintain relationships with existing donors, through the use of thoughtful communication
- Assist HUG throughout the donation process, this includes:
 - Sending out relevant documents to donors
 - Completing and filing paperwork related to each donation
 - Keep relevant internal stakeholders, informed of the stages of each donation as they occur

Qualifications

- Working toward a college degree, preferably in a related field (Business Administration, -Nonprofit Management, Finance, Etc..)
- Proficient written and verbal communication skills
- Ability to translate business requirements into non-technical terms
- Demonstrated leadership, versatility, and integrity