



**Position Title:** Resource Development Internship

**Location:** 4152 Canal Street, New Orleans, LA 70117

**Time Commitment:** 10-20 hours a week

**Internship Length:** 15 weeks, September 2018 – December 2018

**General Focus:** Donor Database Management

**Specific Tasks:**

- Provide administrative support for the Resource Development team through the maintenance of donor databases – including data cleanup, input, and bulk upload template creation.
- Assist with the back end support, planning and execution of two large-scale special events.
- Assist with the development and implementation of department policies, procedures and reports.
- Special projects and other duties as assigned, including providing administrative support for Development department and event steering committee members as needed.

**Goals:** The intern will have extensive experience in managing data across two separate donor management platforms. The intern will also gain a great deal of experience and insight in data management and the importance of attention to detail in the upkeep of an online donor database, including but not limited to report generation, existing data cleanup, financial reconciliations, and developing and executing gift acknowledgement procedures.

**Training:** There will be training led by the Resource Development Coordinator and experienced Volunteers of America staff.

**Requirements:**

- High School Diploma – Some College Experience
- Clear background check
- Reliable Personal transportation

**Helpful Skills:** The ideal candidate will be proficient in Microsoft Word, and Outlook. The candidate should have expert level experience with Microsoft Excel, including creation and operation of pivot tables. Experience working in a donor/sales database, such as Raiser's Edge, Microsoft Access or otherwise is a plus. Nonprofit experience also a plus. Ideal candidate will also possess good oral and written communication skills; organizational skills; the ability to multi-task; the ability to think clearly, logically, and with sound reasoning; and some knowledge of developing and implementing intervention goals and objectives. Attention to detail is of the utmost importance to this position.

**To Apply:** Contact Joshua Nuss, Resource Development Coordinator, (504) 486-8697, [jnuss@voasela.org](mailto:jnuss@voasela.org).