



**Position Title:** Resource Development Internship

**Location:** 4152 Canal Street, New Orleans, LA 70117, occasional travel will be required for events

**Time Commitment:** 10 hours a week (weekly schedule flexible) for 15 weeks for a total of 150 hours

**Internship Length:** 15 weeks, February 2019 – May 2019

**General Focus:** Donor Database and Special Event 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 special events. Provide support for the Resource Development Data team at each event. Preferably, student will be able to provide day of support at the GolfStar Classic on Tuesday, March 13, 2018 and the Reach for the Stars Breakfast on Thursday, May 10, 2018 (negotiable for the right candidate).
- 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:** By the end of the internship the student will have assisted in the execution of a Charitable Golf Tournament and a Benevon-style Fundraising Breakfast. 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
- Reliable Personal transportation
- Clear background check
- Availability for both event dates (preferable)

**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).