

## **CONFLICT CENTER**

### **SUMMARY DESCRIPTION**

The NPIP summer intern would work with TCC staff and board members in the areas of outreach and fund development, specifically related to increasing numbers of individual program participants, donors and volunteers. TCC has a strong network of individuals involved in the organization, but wishes to strengthen and grow this aspect of the organization's overall Fund Development plan, which calls for an increase of 10% in funds raised from individual donors and a 20% increase in funds raised from events. TCC is also continually striving to expand outreach efforts to raise awareness of TCC's services, reach increased numbers of program participants and recruit potential volunteers specific to program and agency needs.

### **RESPONSIBILITIES**

- Work with Fund Development and Marketing Committees, which include board and staff representatives.
- Help to identify current donor giving patterns and assist with creation of development plan to better engage donors.
- Help TCC staff and committee members to create appeals to various groups of individuals involved with TCC but not currently donating, targeting asks to their specific roles (ie., volunteers, instructors, adjunct faculty).
- Assist with outreach to increase visibility and awareness of TCC's services to various groups who are in need of services and/or potential referral sources.
- Support and assist TCC's Communication Specialist to create a social media outreach plan to strengthen TCC's presence in the community.
- Help to plan, strategize for and organize donor cultivation events as part of a fundraising plan.

### **QUALIFICATIONS**

- Share TCC's commitment, values and dedication to the agency's mission.
- Excellent verbal and written communication skills.
- Ability to communicate through a variety of social media outlets.
- Ability to build positive relationships with diverse individuals.
- Knowledge of Google.docs and Salesforce database or motivation and ability to learn and use these tools.
- Commitment to walking the talk and using TCC's skills to build a strong team through problem solving and relationship building.

## **INTERN TIME (IN CATEGORIES)**

### **Orientation, training & supervision:**

- Orientation and training 25 hrs.
- Supervision, team and committee meetings 40 hrs.

### **Social Media & Communications:**

- Assist with the creation of a comprehensive social media plan to increase TCC's presence in the community. 25 hrs.
- Assist with social media projects and campaigns. 35 hrs.

### **Donor Development:**

- Assist with creation of a comprehensive development plan to better engage past, current and new donors. 25 hrs.
- Learn, assist with and use Salesforce database to help segment donors and potential donors. 35 hrs.
- Assist with phone contacts with donors and volunteers. 30 hrs.
- Attend face-to-face meetings with current and potential donors with staff and board members. 30 hrs.
- Assist with planning for donor cultivation event. 35 hrs.

### **Assessment:**

- Participate in activities with staff and committee members to evaluate the effectiveness of development and communication efforts. 20 hrs.

## **TYPICAL WORK SCHEDULE**

The typical work schedule will be during business hours, Monday - Friday, 9:00 am - 5:00 pm, with occasional evening events and meetings.

From time to time there may be meetings or events that may take place in the evening. There may also be a donor cultivation event that would be scheduled during evening or weekend hours.