



Position Description: Development Intern
Supervisor: Interim Annual Giving Manager

PURPOSE: *To act as a dedicated member of the Foundation's development and fundraising team by providing general and specific support to Children's Leukemia Foundation of Michigan (CLF) Development Department as requested*

RESPONSIBILITIES:

1) Development:

- a) Assist with identifying potential corporate sponsorship prospects, participant in solicitation, follow up and relationship building tactics
- b) Learn basics of Convio Fundraising software and help maintain online giving and online fundraising support
- c) Help support the Development Department with pre-event planning and logistics, day-of event execution and post event wrap-up
- d) Individually plan, execute and wrap a month long paper pinup campaign including recruitment of participating businesses and management throughout the campaign
- e) Identify, solicit and follow up with prospective businesses for special events
- f) Organize and execute solicitation of local businesses to acquire silent and live auction items, follow up and track items received
- g) Engage service organizations and community groups in advocacy programs and presentations
- h) Help with the management of Children's Leukemia Foundation of Michigan's social media platforms including Facebook (CLF, CRUSH, CRAFT), Twitter (CLF and BRU), Pinterest, YouTube, CLF Lifelines blog, CLF website, CRUSH website, BRU website and other identified forms of media
- i) Assist with volunteer recruitment and coordination
- j) Help with the coordination and management of identified Third Party events as needed
- k) Attend any identified CLF managed or Third Party fundraising events in a supporting role
- l) Provide Foundation President and other staff with administrative support as needed

2) General Responsibilities: Supporting functions expected of all CLF employees and interns that increase or enhance cooperation within, and the overall effectiveness of, the staff and agency

- a) Meet basic behavior standards of a CLF employee such as professionalism, relationship-building, use of work time and cooperative teamwork
- b) Keep the office informed regarding your work schedule and availability for colleagues and others needing to connect with you
- c) Track and log your completed hours to meet course requirement -- if applicable
- d) Participate or otherwise support staff wide functions, projects or initiatives such as staff meetings, team building, planning, recognition, celebrations, etc.
- e) Support other departments as requested or needed