

INSTITUTIONAL GIVING INTERN

About Paul's Pals

Paul's Pals opens a world of opportunity for children with disabilities. A wheel-friendly surface for baseball. A zip-line with supportive seats. A robot transmitting class discussions to a hospital bed. Paul's Pals enriches the lives of thousands of kids and families across Minnesota by promoting inclusion and universal accessibility in everyday adventures!

Job Overview

The Institutional Giving Intern will work directly with the Executive Director to provide support for the organization's fundraising activities including:

- Accurate donor record keeping including data entry, pledges, receivables and contributions and prepare reports as needed
- Written and verbal communications with donors with excellent customer service in a timely manner
- Conduct donor research confidentially and thoroughly
- Collaborate with Event Team to produce information as needed to support donors or fundraising efforts
- Other duties as assigned to support the Executive Director

Qualifications

- College student
- Excellent written and verbal communication skills
- Ability to work independently with minimal direct supervision to meet deadlines
- Strong attention to detail for written tasks and data entry
- Collaborate with a variety of team members and volunteers
- Experience with Microsoft Office Suite and Google Drive
- Desire to gain knowledge, experience and resources in the non-profit industry
- Positive attitude and willingness to learn
- Passion for improving lives of children with disabilities

Other Details

- Position starts immediately and continues through July 2017
- Must be available for some evening meetings
- Hours are flexible
- Stipend of \$1000 available at end of internship, dependent on performance

To Apply

Submit cover letter, resume and letter of reference to:
Jennifer Lewin, Executive Director