



Big Brothers Big Sisters
of Central California

905 N. Fulton Street / Fresno, CA 93728 / 559.268.2447

POSITION TITLE: Fund Development & Special Events Intern

WORK SCHEDULE: Daytime, some evenings & weekends, 8-15 hrs/wk (no pay available)

SUPERVISOR: Fund Development Officer

TO APPLY: Contact Shauna Goodman at sgoodman@bigs.org

QUALIFICATIONS:

Desire to gain experience in special event planning, community relations and/or fund development. In process of earning Bachelors degree in public relations, marketing, communications, recreation administration or related field. Proficiency in Microsoft Office, including Word and Excel. Must have car, valid driver's license, and meet state required automobile insurance minimums.

SUMMARY:

Under general supervision, assists in the planning and coordination of Big Brothers Big Sisters fundraising events and other marketing & fund development activities. Reports to the Fund Development Officer.

Duties and Responsibilities:

- Assist in planning for 300 Club Event in September
- Assist in donor recognition/stewardship activities including thank you letters and phone calls
- Assist with other fund development and program events as needed
- Assist in general public relations/marketing activities including development of press releases, PSAs, maintenance of social networking sites, e-newsletter and presence at Community Fairs
- Develop a working knowledge of Raiser's Edge donor software for donor and prospect entry and contacts with donors
- Assist in donor research tasks

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- Perform other job related duties as assigned by the Fund Development Officer and Special Events Coordinator

Knowledge, Skills and Abilities Required:

1. Excellent administrative, organizational and planning skills
2. Knowledge of data collection techniques
3. Word processing and/or data entry skills
4. Records maintenance skills
5. Ability to communicate effectively, both orally and in writing including reflective listening ability
6. Ability to work some nights and weekends
7. Belief and commitment to the mission and vision of BBBS
8. A sense of humor

Fundraising Events Include:

- March - Bowl for Kids' Sake,
- May - Tennis-a-thon, Annual Meeting of Members
- June - Madera Youth Soccer Clinic
- September - 300 Club Dinner & Auction
- December - Holiday Party

Work Environment & Working Conditions:

- Ability to work independently
- Flexible work hours to meet needs of agency
- Work is normally performed in a typical interior/office work environment
- Some limited physical effort required for special events
- No or very limited exposure to physical risk

To apply, please e-mail cover letter and resume to Shauna Goodman at sgoodman@bigs.org