

Internship Opportunity Development

Position: Development Intern
Location: Salt Lake City
Responsible To: Director of Development

Girl Scouts of Utah is offering a fun and flexible, unpaid internship in the Development Department. This team-member will be responsible for various aspects of the organization's ongoing philanthropy efforts.

This internship opportunity is for any student or professional looking to obtain non-profit administrative or development related experience, including but not limited to fund raising events, database management, donor stewardship, and may be tailored to fit the intern's goals.

Accountabilities

- Provide support in the planning and execution of fund raising events and projects. Examples include: The Alumnae Engagement and International Women's Day events, both large scale fundraising efforts for this state-wide non-profit organization.
- Assist with various components of the department's work, including appeals, database management, preparation of solicitation materials, thank you letters and gifts, receipts, and reports.

Qualifications

- An interest in non-profit work with demonstrated initiative, positive attitude, and a team player.
- Strong interpersonal communication, writing, editing, research, and organizational skills.
- Computer proficient in Microsoft Office, email, and internet research.
- Effective time management of multiple tasks to meet deadlines, while being attentive to detail.
- Must be 18 years of age or older.
- Professionals interested in non-profit management or college students in a program of public administration, communications, business, liberal arts, English, political science, or marketing might be most qualified and interested. Degree not required.

Advantages

- Exceptional networking, resume-building, and work experience opportunity.
- Flexible work schedule - negotiable hours.
- Possibility of earning college credit hours.
- Work and collaborate with development staff who are dedicated to the field and organization while having fun!
- This is an unpaid internship opportunity dedicated to providing an excellent non-profit work experience directly working with the Director of Development.

Application Process

Send your resume with cover letter to:

Hazel Dunsmore
Director of Human Resources
Email: hdunsmore@gsutah.org

Or visit our web site:
www.gsutah.org
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