



Fund Development Intern

Organization: Girl Scouts of Northern New Jersey
Location: 95 Newark Pompton Tpk, Riverdale, NJ; convenient to Routes 80, 287 and 23
Reports to: Chief Development Officer

Responsibilities:

- Researches prospects and initiatives online.
- Solicits in-kind donations from area businesses; thanks and communicates with donors.
- Update the organization's donor and prospect database by conducting research and working closely with the staff.
- Manage a marketing strategy for various events
- Assist in the production of marketing materials to support development campaigns.
- Assist with various components of the department's work and relationships with individuals, foundations, and corporations.

Qualifications:

- An interest in non-profit work and a positive, hard working, team player.
- Attention to detail and willingness to sign a statement of confidentiality to protect and respect privileged information.
- Students in an undergraduate/graduate program of Public Administration, Communications, Business, Liberal Arts, English, or Political Science preferred.
- Strong interpersonal communication, writing, editing, research, and organizational skills.
- Computer proficiency in Microsoft Word, Excel, and Internet research
- Must be a member or join Girl Scouts (\$25 registration fee)

Compensation: Unpaid; Course Credit possible.

Term: Minimum one day per week for minimum one semester. Schedule is negotiable.

Benefits:

- Experience from the pre-eminent organization for girls.
- Possibility of earning college credit hours.
- Enhance resume and gain non-profit experience.
- Gain knowledge and expertise in *Donor Perfect* fundraising software program.

Send cover letter and resume to Karen Cerreta at kcerreta@gsnnj.org