



## Development & Events Intern

Habitat Seminole-Apopka is a 501c3 non-profit organization that serves Seminole County and Greater Apopka. We build new homes, rehab existing homes and repair older, owner-occupied homes that have fallen into a state of critical disrepair. We work in partnership with homeowners-in-progress, volunteers and the community at large to achieve our mission of strengthening the community by providing low-income families with safe, decent and affordable housing.

**Our Vision:** A world where everyone has a decent place to live.

**Summary Description:** The Development Intern provides support to the Development department with a specific emphasis on the execution of database management, donor stewardship, events logistics, and office management. This is an unpaid position, our interns are paid in experience and have access to career-building workshops, networking, and an in-depth opportunity to improve housing situations for local families.

**Reports to:** Director of Philanthropy

### Skills Required

- Excellent written and oral communication skills
- Ability to track and organize multiple projects
- Ability to maintain strict confidentiality
- Self-motivated and self-initiative
- Good communication and follow up skills within a team working environment
- Exhibits a commitment to excellence, both internally and externally
- Proficiency with Excel, Word, PowerPoint, and Outlook
- Experience in or interest in learning Salesforce

### Specific Responsibilities

- Reports directly to the Director of Philanthropy
- Assist Director of Philanthropy logistically, with an emphasis on Habitat special events like our Annual Fundraising Dinner.
- Assist Director of Philanthropy in data standardization and data entry of donations and Subscriptions in Salesforce, GiveSuite, and MailChimp
- Assist Director of Philanthropy in mailing and receipting of all donations
- Assist Director of Philanthropy in the solicitation of sponsors for annual Raise the Roof fundraising dinner

### Time Commitment

- Fall Semester (August 15<sup>th</sup> – December 15<sup>th</sup>), Spring Semester (January 9<sup>th</sup> – May 12<sup>th</sup>), Summer Semester (May 9<sup>th</sup> – August 5<sup>th</sup>)
- Work a minimum of 10- 15 preset hours a week. Our interns typically come in: Monday, Wednesday, Friday (9 a.m. – 3p.m.), Tues, Thurs, Fri (9 a.m. – 3 p.m.), or Tues, Thurs (8 a.m. – 5 p.m.). If you aren't available for those times we can work with you to find a schedule that fits.

*Perform other duties as assigned*

If you are interested in this exciting opportunity, send resume and cover letter to [Brittany@habitat-sa.org](mailto:Brittany@habitat-sa.org) with the subject line "**Development & Events Intern- Last Name, First Name.**"