

DENTON COUNTY FRIENDS OF THE FAMILY, INC.

Development Intern

Hours: 10+ hours per week, flexible

Reports to: Director of Marketing and Development

Job Description:

- Assist marketing and development office in fundraising
- Assist with donor management software
- Assist with agency social media and marketing efforts (press releases, etc.)
- Organize the facilitation of special events as needed
- Attend community networking events to represent DCFOF and promote upcoming events
- Administrative duties as assigned; thank you letters, donor data entry etc.
- Create and implement communication plan for donors
- Assist with social media campaigns
- Assist with newsletter campaigns
- Assist with website updates when applicable

Job Requirements:

- Available to work in the office at least 3-5 hours per day, Monday-Friday
- Flexibility to help where needed
- Complete volunteer application and background check
- Attend Intern Orientation
- Maintain client and staff confidentiality and abide by the agency's Ethical Statement
- Excellent oral and written communication skills
- Understanding and support of agency's mission

Benefits:

- Strengthen administrative and nonprofit management skills and be a contributing member to team and diverse population
- Network within the community and experience the operations of a non-profit agency
- Gain experience and understanding in comprehensive marketing plans
- Build skills in managing and implementing large and small-scale events
- Learn to effectively support the financial needs of a non-profit agency