

River Valley Child Development Services

A leader in providing high quality early childhood care and education services
for children, families and communities

Job Description

Position:	Development and Marketing Intern
Program:	Administration
FLSA Class:	N/A
Position Accountable to:	Executive Director
Position(s) Accountable for:	N/A
Purpose of Position:	To acquire skills, knowledge and experience to strategically grow and enhance the marketing/fundraising efforts of a non-profit organization.
Educational Requirements:	Any field of study with a minimum of 30 credit hours and 3 of those being in major field of study.
Experiential Requirements:	None
STARS level:	N/A
Additional Training Required:	N/A
Drivers License, Liability Insurance, and Acceptable Driving Record:	N/A
Additional Required Certifications/Tests/Licenses:	N/A

Capabilities/Skills:

Able to be organized and maintain high level of confidentiality.

Able to take initiative.

Able to be reliable, responsible and dependable.

Possess excellent verbal and written communication skills and computer skills.

Possess creativity, attention to detail and organization skills.

Must have a passion to serve and a belief that your work can make a difference in the lives of others.

Essential Responsibilities:

Program

Must be able to commit to 12-15 hours/week.

Assist in designing all press and marketing materials.

Assist in developing and implementing all fundraising and marketing strategies to grow the base of support. Areas of development include: strengthening, sustaining and expanding existing programs; establishing new initiatives; achieving sustainable growth and/or replacing existing funding sources.

Assist in expanding and managing donor database.

Assist in researching potential grants and write grant proposals.

Assist in planning and implementing annual fundraising campaigns including direct mail, online and other.

Assist in creating annual report, brochures, electronic media (website, television, radio).

Assist in developing and cultivating ongoing donor relationships, soliciting and stewarding major gifts.

Assist in cultivating and leveraging board members to expand and develop funding network.

Assist in acknowledging all gifts, monetary and in-kind.

Assist in creating and adhering to fundraising budget.

Assist in representing RVCDS at various events and conferences.