



Development Intern

Bishop Loughlin Memorial High School is a Catholic, diocesan, college preparatory high school which fosters academic success, builds character, develops future leaders and nurtures a vibrant personal relationship with God.

Loughlin is seeking a part time intern to work in the Development Department from August – December 2010 to help start a major gift fundraising program for the school. The intern will focus particularly on identifying major gift donors and developing strategies for their cultivation.

Although this internship is unpaid, we will provide a metrocard to get back and forth to the school each day and we're happy to work with you to arrange for academic or other credit. You'll also have the chance to learn a lot about non-profits, build your resume and gain practical knowledge of the Raiser's Edge database. We expect this intern to work 15 hours per week for a minimum of 2 months.

Responsibilities:

- Research and identify prospective major gift donors.
- Assist with data entry and management.
- Write fun and engaging fundraising material for prospects.
- Help with mailings to major gift prospects and donors.
- Learn about donor cultivation and stewardship, including acknowledging contributions.

Requirements:

- Excellent research and analytical skills.
- Highly organized and attentive to details.
- Interest in fundraising and philanthropy.
- Excellent communication skills – spoken and written.
- Experienced with internet research and Microsoft Office – Excel, Word and PowerPoint.
- Self starter with ability to work independently.

Please send resume and cover letter describing your interest and relevant experience to jgriffin@blmhs.org. Please put "Development Intern" in the subject line.