



Donor Relations Intern 2021

Tasks

- Maintain A2S donor management system through Kindful, the A2S donor software program. Willing to learn the system through personal training and online tutorials etc.
- Coordinate direct mail campaigns and gift acknowledgment letters
- Manage correspondence with A2S online campaign creators and donors
- Ability to make cold calls, send emails, and make public appearances for A2S in a professional and friendly manner
- Work with A2S staff to further engage A2S's Board of Directors, Board of Advisors, and significant donors.
- Have a presence at major A2S events as often as possible using all opportunities to network with donors (dependent upon location and protocols).
- Research funding sources (foundations, corporations, individuals, public sources, etc.), and gather knowledge about grant proposals and grant opportunities.

Projects

- Work on notable Donor Relations projects as assigned
 - Update donor Profiles - when talking with donors, verify:
 - Addresses, emails, & phone numbers
 - Run a Donor Duplications report and confirm merges with Development Manager and Administrative Assistant
 - Create/research profiles for major donors and prospects
 - Birthday fundraisers - contact monthly "birthday" donors to see if they'd be willing to host an online birthday fundraiser to benefit A2S.

Skills:

- Familiarity and knowledge of Google Drive, all social media platforms, Canva, Mailchimp, Later, Adobe Suite, and WordPress are beneficial.