

EVE, Inc.
Intern/Volunteer Position Description
Position Title: Fund Development Intern/Volunteer
Supervisor: Community Development Director

Position Description: The Fund Development Intern will focus on donor/constituent confidential information listed and entered into a database for EVE, Inc. The Intern will conduct research to develop demographic information based on income for potential donor cultivation. The Development Intern will compile information to further develop business, corporate and community information for the use of the Director of Development. Working within the non-profit arena will provide experience to the Intern interested in Fund Development, as to the appropriate handling of confidential information regarding constituent level of giving through donations.

Position Requirements:

- ⌘ Desire to work in the not-for-profit arena
- ⌘ High energy level
- ⌘ Excellent organizational skills
- ⌘ Strong computer skills and ability to utilize Microsoft Office and database software; ability to import and export data files
- ⌘ Strong written and verbal skill; write and speak proper English
- ⌘ Maintain business casual dress

Job Duties:

- ⌘ With supervision, data entry
- ⌘ Develop user friendly database
- ⌘ Assist with Thank You letters
- ⌘ Assist with tours of the facility
- ⌘ Coordinate fundraising events and special activities

Workweek/Hours:

- ⌘ Minimum of 10 hours per week
- ⌘ Monday through Thursday 10a.m. – 4 p.m.

For more information about Volunteer Opportunities:

EVE, Inc.
Attn: Jillian Pastoor
Community Relations Coordinator
PO Box 14149
Lansing, Mi 48901
517-372-5976 ext. 11
communityrelations@eveinc.org