



**Job Title:** Development Intern  
**Reports to:** Resource & Funding Manager  
**Status:** 10 hours per week, temporary  
**Hours:** Flexible schedule required  
**Date:** February 7, 2023

**Summary:** The primary responsibility of the Development Intern is to provide assistance in logistical planning of CARDV events and associated activities meant to raise community awareness, engage with donors, and meet funding goals set by the agency. Assist with and help coordinate print and electronic communications in accordance with fundraising plan to promote supporter engagement, in-person events, virtual events, and online campaigns.

**Essential Duties:**

- Support donor data system: data entry, maintenance,
- Event support and coordination: attend planning meetings, coordination with donors, partners
- Research potential industry partners and donors: Linn County business, rural Benton County business
- Support marketing and communication: content creation, editing, imagery
- Support Public Relations efforts focused on upcoming events
- General events support (special projects, logistics, etc.)
- Liaison with local organizations for small donor events such as dine-ins, shopping, etc., focusing on Linn County
- Tabling at public events
- Research potential opportunities for college integration, make recommendations
- Provide regular feedback and updates to the Resource & Funding Manager
- General administrative support
- General Clean-up (garbage daily, running dish washer Fridays, etc.)

**Education/Experience:**

- AA/AS preferred or equivalent experience
- Some work experience in events coordinating, fundraising, sales/marketing, or related field

**Required Skills/Abilities:**

- Must understand, support, and promote CARDV's mission
- Experience coordinating and planning large in-person and virtual events
- Detail-oriented and able to work with all staff and a variety of volunteers
- Understanding of the basics of public relations, community awareness/education campaigns, and social media marketing.
- Comfortable using Microsoft Suite, Adobe Suite and related social and multi-media platforms
- Demonstrated understanding of and ability to maintain strict confidentiality
- Possess awareness of and respect for cultural differences

**Additional Requirements:**

- Successful completion of CARDV Administrative Advocacy Training Program
- Required automobile transportation, current auto insurance, and valid driver's license

**Supervisory Responsibilities:**

This position has no direct supervisory responsibilities.

**Physical Demands:**

*Prolonged periods of sitting at a desk and working on a computer.*

*Must be able to lift up to 50 pounds at times.*

**Mental or Visual Demands:**

Periods of high stress and strict deadlines. Continuous mental or visual attention.

CARDV commits to inclusive excellence by advancing equity and diversity in all that we do. We are an Affirmative Action/Equal Opportunity employer, and particularly encourage applications from members of historically underrepresented racial/ethnic groups, women, and individuals with disabilities, veterans, LGBTQ community members, and others who demonstrate the ability to help us achieve our vision of a diverse and inclusive community.

Manager \_\_\_\_\_ Date \_\_\_\_\_

Volunteer signature below indicates the employee's understanding of essential duties and requirements.

Employee \_\_\_\_\_ Date \_\_\_\_\_