



CITY FIRST ENTERPRISES INTERNSHIP PROGRAM City First Enterprise/Homes Development Intern

Internship Snapshot

- ◆ Fall/Spring/Summer
- ◆ Temporary
- ◆ Unpaid
- ◆ Not Benefits eligible
- ◆ Part Time (minimum 20 hrs/wk)

Duties and Responsibilities

The Development Intern will work closely with CFE's Development & Communications Director to manage, implement and expand all activities relating to fundraising, donor stewardship, marketing, communications, and research.

Duties and responsibilities are encapsulated in three main areas:

Database and File Management

- Research new programs for funding related to home affordability, sustainable enterprise, and impact investment programs
- Outreach to key stakeholders
- Data Entry (checking and entering data, updating and maintaining donor databases)
- Database Management (Creates fundraising reports and other database reports as needed)

Outreach & Communications

- Works with the Development Manager to create and implement donor stewardship initiatives
- Manages the planning of and follow-up for donor receptions and special events
- Content development (for fundraising materials, proposals, reporting)
- Prepares acknowledgement letters and coordinates other correspondence as needed

General Administration and Clerical Duties

- Making phone calls
- Making copies, sending emails and faxes, etc.
- Maintaining filing systems

In addition, the Program Intern is responsible for all other duties as assigned. Responsibilities will vary based on specific program needs during the term of the internship and the candidate's background and interests.

Qualifications

- Bachelors or Masters in Community Development, Marketing, or other related field (currently enrolled students are encouraged to apply)
- Passion for our mission and work
- Excellent organizational, problem-solving and data gathering skills and strong comfort with research and analysis
- Ability to be proactive and demonstrate initiative; high comfort working independently and as part of a team
- Ability to prioritize, plan ahead and anticipate work that needs to be done
- Strong work ethic, "can-do" spirit, and willingness to work longer hours as circumstances require.
- Flexibility and resourcefulness; adaptability to changing needs and demands
- Excellent written and oral communication skills, including comfort with making presentations
- High level of proficiency with Microsoft Word, Excel, PowerPoint, and Outlook, and deep understanding of social media and comfort with technology
- Familiarity with Database Management Systems; with Salesforce is a plus.