Kansas 4-H Foundation - Donor Relations and Database Management Intern

Interested in learning how donor stewardship and data management impact effective fund development efforts? This student position will support the Kansas 4-H Foundation’s development team and be exposed to various pieces of non-profit work but will focus on donor stewardship and assisting with database management. The Kansas 4-H Foundation develops funds to support Kansas’ largest youth organization, 4-H, as well as Rock Spring Ranch, a 735-acre camp and conference facility. Through this position you will gain an understanding of how donor relations, data, marketing, event planning and development impact each other in a non-profit organization.

EDUCATION, SKILLS & EXPERIENCE:

While no prior experience is required, preference will be given to those who have data management experience and/or previous non-profit experience.

- Be currently enrolled and in good standing at an accredited college or university.
- Have previously been a 4-H member
- Able to work well in a team environment, handle multiple assignments and meet deadlines.
- Excellent attention to detail, organization, systems and processes
- Strong computer skills, with the ability to quickly learn new programs.
- Problem solving skills.
- Strong verbal and written communication skills.
- Discretion regarding confidential information.
- Must be able to work independently and be an enthusiastic self-starter, who is intelligent, creative, hard-working, punctual and detail-oriented, with strong multi-tasking and organizational skills.

PRIMARY RESPONSIBILITIES:

- Execution of donor stewardship strategy in relation to the Foundation’s leadership annual giving society, making stewardship phone calls, processing acknowledgement letters and additional stewardship processes as needed.
- Assisting the Foundation’s development team with donor relations efforts.
- Perform database functions such as data entry, event tracking, data corrections, gift processing and other needs as required.
- Manage special events database tasks, including event records, registration processing and post-event processes.

COMMITMENT TO SERVICE:

- Must be responsive to requests and willing to collaborate with other staff and/or departments to meet the needs of the organization.
- Will be available to times and events, which may be some evenings and/or weekends, when needed to fulfill duties.

INTERPERSONAL COMMUNICATION/TEAMWORK:

- Listens well, is open to other perspectives, work styles and methods.
- Willingness to collaborate and learn from other team members.
- Expresses ideas clearly and effectively, both verbally and in writing.

DEPENDABILITY/PUNCTUALLY

- Ability to prioritize work to meet deadlines
- Consistently follows through on projects and issues.
- Flexible, adaptive and responsive to change.
- Ability to adequately respond to requests and demands in a timely manner.