

Big Brothers Big Sisters Lone Star

Position Description

Job Title: Development Team Intern
Department: Development
Reports To: Development Manager – Donor Relations
Status: Intern/8 Weeks, 35 hrs/wk (\$4200 total salary)
Timeframe: June 18 to August 6
Initial Date: January 2024

Resumes should be sent to Gwenn Saenz at gsaenz@bbbstx.org.

About the Internship

This internship is funded through the ExxonMobil Foundation 2024 Community Summer Jobs Program. Interns must be a currently enrolled undergraduate student who will return to college full-time (minimum of 12 credits per semester) as a sophomore, junior, or senior in the fall of 2024. The intern must provide proof of enrollment to Big Brothers Big Sisters, the ExxonMobil Foundation, and Sunwest Communications (working on behalf of the Foundation). Family members of the Big Brothers Big Sisters Board and/or staff are not eligible to be hired as CSJP interns at Big Brothers Big Sisters. Family members of the board, staff, and retirees of ExxonMobil and Sunwest Communications are also not eligible to participate in the program.

The intern will need to provide their resume, unofficial transcript, references, and complete a background check. The salary is \$4,200 over an 8-week period from June 18 to August 6, paid bi-weekly.

Position Summary

The Development Team Intern will support all members of the agency's Development Department. This includes and is not limited to donor engagement/retention, signature and program events, research, and other day to day responsibilities. The intern will help to position the agency as the preferred charity of choice for giving and volunteering across Greater Houston.

Essential Functions, Responsibilities, and Activities

Program and Signature Events

- Cultivating silent auction items from past donors ,as well as performing in-person asks to community businesses to make new connections

- Assist the Special Projects Coordinator with program and match events as needed, including registration, preparation, day-of assistance, and other tasks
- Identify Bowl For Kids' Sake and Cornhole For Kids' Sake opportunities with businesses

Donor Engagement

- Support the development and implementation of the agency's year-long stewardship program to improve donor retention
- Assisting Development Manager of Individual Giving with Lift Up My Little peer-to-peer fundraising event, including sending emails, organizing the day of, and other tasks
- Assist with 3rd party events, board receptions, and donor receptions
- Identify new 3rd party event opportunities in the community
- Update matching gift and volunteer involvement grant information using the Double the Donation tool

Admin

- Attend team and touchpoint meetings as needed
- Support agency marketing, including creating images for social media posts, at the request of the Marketing & Communications Manager
- Perform research as needed
- Other administrative tasks as needed

Experience and Other Requirements

- Proficient in MSWord, Outlook, Excel, and PowerPoint
- Availability and flexibility to travel throughout the agency's service area and to participate in events when necessary
- Willingness to work within culturally diverse environments

Position Competencies

Customer Focus (internal and external stakeholders)

- Displays courtesy and sensitivity
- Manages difficult or emotional customer situations
- Responds promptly to customer needs
- Solicits and acts on customer feedback to improve service experience

Business Ethics and Values

- Keeps commitments
- Inspires the trust of others
- Upholds organizational values
- Respects the nature of and safeguards confidential data
- Honors Code(s) of Ethics as dictated by professional designation (as applicable)

Quality

- Demonstrates accuracy and thoroughness
- Displays commitment to excellence
- Looks for ways to improve and promote quality; researches and implements best practices

Communication (oral and written)

- Adapts content and delivery style to the situation and audience
- Exhibits active listening and comprehension
- Keeps others adequately informed
- Solicits customer input to improve or enhance overall experience

Self-Management

- Regulates impact of own emotions upon others
- Remains focused and energized under stress
- Accepts coaching and recovers quickly from setbacks
- Projects realistic self-confidence in abilities
- Engages in continuous personal learning

Planning & Organization

- Prioritizes and plans work activities based on goals and objectives
- Uses time efficiently, works in an organized manner
- Plans for additional resources
- Integrates changes smoothly
- Exhibits critical thinking skills

Achievement Focus

- Sets and achieves challenging goals
- Demonstrates persistence and overcomes obstacles
- Recognizes and acts on opportunities
- Takes calculated risks to accomplish goals

Adaptability

- Adapts to business changes in the work environment
- Changes approach or method to best fit the situation
- Build rapport with various stakeholders
- Exhibits resiliency in handling setbacks, resistance, risk, and uncertainty

Analytical Skills

- Identify issues in a timely manner
- Gathers and analyzes information skillfully; develops alternative solutions
- Presents objective, unbiased input

Essential Physical Functions

- May require walking and standing on a level surface for periodic intervals throughout the day
- Light lifting, not to exceed 20 pounds, may occur from time to time
- Manual dexterity used in assembly of materials

Equipment Used

- Single phone handset/cell phone
- Personal computer/laptop/webcam
- Photocopier/scanner

Disclaimer: Although the Agency has attempted to accurately and thoroughly describe this position, the Agency reserves the right to change the same, including changing, adding to or subtracting from the duties outlined, within the sole discretion of the Agency, at any time, with or without advance notice. This job description in no way implies that these are the only duties, including essential duties, to be performed by the employee occupying this position. This job description is not an employment contract, implied or otherwise. The employment relationship remains "at-will." The aforementioned job requirements are subject to change to reasonably accommodate qualified individuals with disabilities. BBBS Lone Star adheres to a smoke-free work environment.

Intern Signature

(Signature indicates that document was reviewed with the intern)

Date