



POSITION: Resource Development Intern

EMPLOYED BY: Executive Director

RESPONSIBLE TO: Assistant Director of Development

LOCATION: 10640 Page Avenue, Suite 300 Fairfax VA 22030

CATEGORY: EXEMPT

POSITION DESCRIPTION: The Resource Development Intern will work with the Resource Development Team to assist in planning fundraising and development events; assist with seasonal donation drives, other in-kind donations, and maintenance of emergency pantry; and provide support for general resource development activities. Duties and responsibilities listed below are representative of the kind of assignments that can be expected. This is an unpaid internship.

MAIN RESPONSIBILITIES:

- **Taste of Fall with FACETS and Other Development Events**
 - Assist with preparation of correspondence with guests
 - Design, produce and/or assemble event materials
 - Provide additional event planning support for the Taste of Fall with FACETS and monthly events (such as introduction to FACETS, volunteer orientations, and youth volunteer activities)
- **Seasonal Donation Drives, In-kind Donations, Emergency Pantry**
 - Research and compile list of school supplies needed for FCPS students
 - Identify and contact businesses to be public collection sites for school supply drive
 - Assist with community outreach for donations and coordination of supply drives for items for FACETS' emergency pantry
 - Design and/or produce materials for supply drives
 - Working with volunteers, ensure that emergency pantry is organized and neat
- **General Resource Development Administrative Activities**
 - Assist with maintenance and organization of donor records
 - Assist with production and mailing of gift acknowledgements
 - Ensure media archive is current
 - Assist with record-keeping for Hot Meal program
 - Represent FACETS at events in the community
 - Other administrative tasks as assigned

QUALIFICATIONS:

- Proficient using Microsoft Office, including Word and Excel
- Excellent written and verbal communication skills
- Strong attention to detail
- Ability to maintain confidentiality especially regarding financial records
- Experience with desktop publishing/design software and databases highly desirable

TIMEFRAME:

June – August 2014

Approximately 15 -20 hours/week; hours are flexible, and occasional weekend work may be need.