



BETA Center Development Internship

Name of Organization/Agency: BETA Center, Inc

Address: 4680 Lake Underhill Road Orlando, Florida 32807

Point of Contact/Intern Supervisor:

Lisa Blackwelder

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407.398.6213

Length of internship (minimum 10 weeks): 16-18 weeks (Summer 2010)

Number of hours per week requested (minimum 10 hours): approximately 20

Job Description: Development interns learn all aspects of nonprofit development and work closely with the Development Director on proposals, event planning, and donor relations. They also participate in other aspects of programming and support staff in administrative tasks, outreach projects, and events. This is an opportunity to manage donor relations, plan fundraising events and teach in a professional environment, work with youth, get experience and learn about the day-to-day operations of a small non-profit, while building job skills, advancing your resume, and acquiring excellent references.

Intern responsibilities include: Develop and implement plans for acquiring, renewing, and upgrading donors on an annual basis. Participate in departmental strategic planning with the Director of Development and President/CEO. Manage the donor database, including tracking, reporting, and acknowledgment of all gifts. Maintain accurate and up-to-date data. Create annual and special appeals that accurately reflect the agency's mission, message, and achievements. Design, coordinate, and monitor a calendar of all annual fund raising projects and activities. Prepare or initiate preparation of all content and materials needed for direct-response fundraising programs, including acquisition/renewal packages, case statements, newsletters, annual reports, and other collateral pieces. Coordinate all special and bulk mailings for targeted groups. The highlights of the internship are coordinating a special event in August.

Required skills or abilities the student must have, including computer applications: Writing instruction, computer & web, editing, office or administrative, management or volunteer coordination, event planning or fundraising and interpersonal communication skills.