



Job ID: 20699

Job Title: Fundraising Intern

Position Information

No of Openings:

Work Schedule:

Hours per Week: 10-15

Wage/Salary: 0.00

Start Date:

End Date:

Job Description: The Commonwealth Fund for KET is looking for dynamic and effective interns to join our experienced fundraising team. Up to 5 unpaid positions are available for junior, senior, and graduate-level students attending any Kentucky college or university, or Kentucky residents attending college out of state. Candidates must fulfill the 10 hours per week minimum (15 hours per week during Summer Celebration), however up to 37.5 hours per week may be available. All interns will report to the Internship Supervisor, but are expected to work with multiple departments within the Fund, such as Membership and Corporate Development. Duties include a variety of administrative tasks and include all aspects of the Fund's fundraising initiatives. Some night and weekend hours may be required. In order to receive college credit, interns must be enrolled in a supervised internship program through their college or university at the time of internship. Past interns have moved on to careers with the Lexington-Fayette Urban County Government.

This internship is well-suited for students with in interest in one or more of the following:

Fundraising/Non-profit Management

Arts Administration

Communications/Marketing

Event Planning/Management

Database Administration

Grant writing

Graphic Design

Qualifications: The ideal candidate will:

Conduct themselves in a professional manner at all times

Communicate clearly and effectively with donors and co-workers

Be reliable

Take initiative

Handle multiple projects and responsibilities simultaneously

Have above average customer service and phone skills

Be proficient in Microsoft Word and Excel

Have a strong writing ability, attention to detail, and superior organizational skills

Be willing to learn, collaborate, and work as part of a team

Have a sense of humor

Posting Information

Job Location: Lexington, KY

Job Category:

Classification:

Majors: CMS Communications Studies, PUB Public Relations

Post Date: 09/26/2016

Expiration Date: 10/26/2016

Status: Active