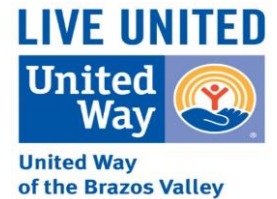


**Job Description and Work Summary**

**Position:** Resource Development Intern  
**Accountable To:** Director of Resource Development  
**Oversight Committee:** Resource Development  
**Term of Service:** Spring 2018, 15 hours/week  
**Status:** Intern  
**Salary Range:** Unpaid Internship



**Position Summary:** The UWBV Resource Development Intern will be accountable for effectively completing the following activities:

Activity	Time Estimate
<p><b>Serving under the supervision and guidance of the Director of Resource Development, manage donor relationships for Community Campaign and State Employee Charitable Campaign.</b></p> <ul style="list-style-type: none"> <li>Assist in the research, vetting, and relationship development with companies in the Brazos Valley with potential for workplace giving or major corporate gifts.</li> <li>Assist in the management of entering donor and pledge information into Donation Tracker; Ensure that all donor information, including home address, employer, and email address is accurate and up to date.</li> <li>Promote charitable giving to the general population.</li> <li>Assist with the development and implementation of a donor engagement plan outside of traditional campaign timeframe.</li> <li>Assist Director of Resource Development with appropriate method of donor acknowledgement and recognition, as determined by campaign recognition matrices.</li> </ul>	70%
<p><b>Support United Way of the Brazos Valley’s Community Campaign by:</b></p> <ul style="list-style-type: none"> <li>Assisting Director of Resource Development with planning and preparation for employee workplace campaigns (i.e. assembling campaign material packets, calendar management).</li> <li>Post and manage campaign updates on social media as necessary and appropriate.</li> <li>Assist in the development of major giving and planned giving strategies to help diversify revenue streams for UWBV.</li> <li>Assist in the development of standard campaign processes, basic UWBV overview training materials and evaluation materials.</li> <li>Ensure the mission of United Way is well represented in all aspects of work.</li> </ul>	30%

**Additional responsibilities as an intern of the organization include:**

<p><b>Knowledgeable of United Way, its mission, goals, ethics, principles, programs, policies and procedures and be able to effectively demonstrate and communicate this information in all work activities.</b></p> <ul style="list-style-type: none"> <li>The UWBV, as a community leadership organization, is making progress in achieving our mission.</li> <li>The UWBV leadership and management team is making progress on strategic operational goals as well as board committee and department work plans.</li> </ul> <p><b>This person will make progress in how their actions and decisions are based on the following principles as defined in the UWBV Code of Ethics.</b></p> <ol style="list-style-type: none"> <li>Meaningful and Measurable Improvement</li> <li>Community Interdependence and Collaboration</li> <li>Volunteer Value Driven</li> <li>Inclusiveness</li> <li>Stewardship</li> <li>Adaptive Organization</li> </ol> <ul style="list-style-type: none"> <li>Attend three UWBV Board Meetings throughout the semester to gain valuable insight into the leadership and organizational structure of a nonprofit organization.</li> </ul>
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## UWBV Job Description

Resource Development Intern

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**UWW Professional Core Competencies for all staff. This person will effectively and with great frequency demonstrates attributes and behaviors associated with the following Professional Core Competencies.**

- Mission-Focused
- Relationship-Oriented
- Collaborator
- Results-Driven
- Brand-Steward

**To be a high performance team member, each member of the UWBV team needs to understand how they create value and improve team systems, processes and results. This person must understand and contribute to the UWBV team in the following areas.**

- Organizational, Department and Individual Roles and Responsibilities
- Project Planning with and for Volunteers
- Effective Communication and Sharing of Information
- Proactive Focus on Customer Needs and Expectations
- Respectful and Timely Follow Up
- Management of Processes and Projects

United Way of the Brazos Valley is an Equal Opportunity Employer.

### **Qualifications and Prerequisites for Service**

- University student enrolled in coursework supporting nonprofit resource development.
- Actively volunteer in one or more organizations in the Brazos Valley.
- Knowledge of general computer programs (Outlook, Microsoft programs), website management and social media platforms.

### **Physical Requirements:**

	0-24%	25-49%	50-74%	75-100%
Seeing:				X
Hearing:				X
Standing/Walking/Sitting:				X
Climbing/Stooping Kneeling:		X		
Lifting/Pushing/Pulling:	X			
Use of hands/fingers to handle or feel:				X

**Physical Dimensions:** Low, Medium or High

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force constantly to move objects.