

## Job Description and Work Summary

**Position:** Development Coordinator Internship  
**Accountable To:** Development Manager  
**Status:** Part-Time, 12-15 hours per week



United Way of the Brazos Valley's work-study employees provide direct support to the organization's management team. You will serve in a nonprofit organization working to build stronger communities, while building professional skills that will equip you for immediate success in your career.

As the Resource Development Assistant, you will provide high-level support to the Development Manager in the daily management of donor information and relations for the Community Campaign and the State Employee Charitable Campaign (SECC). Assist in the following:

- Entering donor information into Bloomerang database system; Ensure that all donor information, including home address, employer, and email address is accurate and current.
- Ensuring accurate and timely donor acknowledgement and recognition, as determined by campaign recognition metrics.
- Planning and preparation for employee workplace campaigns (i.e. assembling campaign material packets, calendar management).
- Research and identify funding opportunities, develop and write grant proposals and manage grant applications, compliance and reporting.
- Assists with various tasks and projects as needed, contributing to a clean and organized work environment and ensuring smooth office operations

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

- College course work completed.
- Ability to work 12-15 hours per week between 8:30 a.m. and 5:00 p.m. Very limited evening and weekend hours.
- Motivated, self-starter with an interest in nonprofit management and/or resource development.
- Attention to detail and ability to work independently and proactively.
- Knowledge of general computer programs (Microsoft 365), and online database programs.
- Must have reliable transportation and ability to attend committee meetings and United Way events, as necessary.

### **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 for Feeling/Grasping:				X

### **Physical Dimensions:** Low

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.

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