
Cary Center

for the Advancement of Philanthropy and Nonprofit Studies

Women's Philanthropy Board Advancement Intern (1 position)

The Cary Center seeks a dynamic, self-starter to work under the direction of the Women's Philanthropy Board Program Director and Membership and Corporate Partners Director in advancing the efforts of the Women's Philanthropy Board.

Responsibilities:

- ◆ Assist with the production and distribution of advancement and stewardship correspondence.
- ◆ Assist with personal stewardship for donors and stakeholders – ie phone calls, letters, meetings.
- ◆ Assist with the development of materials for presentations for potential donors, including the use of PowerPoint, Publisher, Word, and Excel.
- ◆ Assist with record keeping on donors and prospective donors using Excel and Advance and other programs deemed necessary.
- ◆ Assist with writing and editing correspondence for donors and stakeholders.
- ◆ Assist with record keeping and written materials needed for WPB Membership and Corporate Partners Committee meetings.
- ◆ Assist with general office administration duties as needed: copying, scanning, filing, and data entry.

Qualifications:

- ◆ Must be computer literate (working knowledge of Word, PowerPoint, Publisher, and Excel).
- ◆ Must bring personal laptop with Wi-Fi capabilities to office setting in order to complete required daily work assignments.
- ◆ Excellent written and oral communication skills.
- ◆ Ability to communicate in a professional manner with a variety of constituents.
- ◆ Self-motivated, good organizational skills, professional appearance, detail-oriented, ability to prioritize, multi-task, and meet deadlines.
- ◆ Strong creativity, flexibility, and adaptability.
- ◆ Enthusiasm for the mission of the Cary Center and its programs.

- ◆ Must have reliable transportation to and from the Cary Center on North College Street in Auburn.
- ◆ Must be able to lift 10-15 lbs box and transport up stairs.
- ◆ Business attire required.

Internship Requirements:

- ◆ Internships must be planned and established within the deadline(s) stated on the application.
- ◆ All internships require a full semester commitment – beginning on the first day of class and ending on the last day of class.
- ◆ Applicants must be highly organized, detail oriented, reliable, and well groomed.
- ◆ Interns are expected to attend all Cary Center events and programs and to provide assistance for these events.
- ◆ An internship requires a written agreement between you and your onsite supervisor at the Cary Center. The agreement will include a detailed description of your responsibilities and a performance evaluation form.

Hours: 15 - 20 hours/week

Compensation: This is an **unpaid** internship.

To Apply: Please send a cover letter, resume, references, and completed application to carycenter@auburn.edu.