

**Development Intern
Job Description
April 2021**

Description

The Davis Phinney Foundation for Parkinson's is a dynamic, national nonprofit organization located near Boulder, Colorado. Our mission is to help people with Parkinson's to live well today. We inform and inspire hundreds of thousands of people living with Parkinson's around the world each year through our work. Our working environment is fast paced and fun.

As a nonprofit organization we rely on individual charitable donations, corporate sponsorships and grants to make a difference in the lives of individuals affected by Parkinson's. As a development intern you'll learn about our programs and assist in helping to raise funds and conduct events in support of our mission.

Location: 357 S McCaslin Blvd., Suite 105, Louisville, CO 80027. We expect this position primarily to be based in our office with some opportunity for remote work, as conditions allow

Hours of Work: Flexible (minimum 10 hours per week, maximum 20 hours per week; occasional weekend work required)

Length of Internship: 3-5 months, beginning May/June 2021

Reports To: Events and Development Manager

About the Position

The Development Intern supports all aspects of the development function including fundraising events, incentive program, donor/corporate relations, data entry, peer-to-peer community fundraising, donor analytics, and more.

Specific Responsibilities

- Fundraising events
 - Work closely with the Events and Development Manager to ready event supplies, assist with registration/administration event logistics, and help ensure our events are high quality, organized, and successful.
 - Attend and support in-person (Colorado) fundraising events, including event setup, volunteer management, check-in, public relations and event breakdown.
 - Conduct outreach to promote event attendance and participation.
- Incentive program
 - Organize and maintain an up-to-date inventory of fundraising incentives in storage.
 - Research the most cost-effective shipment methods, create shipping labels, pack items for mailing.
- Donor relations
 - Learn how donor stewardship supports donor retention and fundraising.

- Conduct outreach to individual donors through emails, phone calls, or direct mail to update them on the work the Foundation is doing.
- Assist with the Mid-Year Impact Report mailing
- Data entry
 - Work closely with development team to support data hygiene in constituent database (Blackbaud Raiser's Edge and Team Raiser)
 - Research and report on development trends by following other Parkinson's organizations, health related charities, and additional topics relevant to our mission.
- Analytics
 - Work closely with development team members to help track and analyze data associated with fundraising, donor retention, acquisition, and revenue goals.

General Responsibilities

- Learn about the mission and programs of the Foundation and be able to communicate with diverse constituents about our work.
- Strive toward the donor stewardship and revenue goals of the organization, working with the development team to complete assigned tasks in a timely and professional manner.
- Work across departments to learn how development supports all aspects of the organization from fundraising and recruitment, to program growth, program delivery, and more.

Qualifications

We are looking for someone who is people oriented, outgoing, highly motivated, able to multi-task, and organized. Strong written and verbal communication skills are critical to this position. Creativity and willingness to collaborate are highly valued. Experience with Microsoft Office, database systems or CRMs, and using the internet for research or analysis preferred. The ideal candidate will be able to demonstrate our core values of Live Well, Inspire Action, Connect the Community. A positive energy, sense of humor and desire to have fun each day is a must!

Physical Requirements

Our ideal candidate in this job must be able to:

- Remain in a stationary position for 50% of the time
- Occasionally move about inside the office to access file cabinets, office equipment, etc.
- Constantly operate a computer and other office machinery
- Occasionally raise objects (equipment and boxes) weighing up to 35 lbs. from a lower to higher position or horizontally (lifting)
- Occasionally use upper extremities to exert force in order to draw, haul or tug objects (pulling) in a sustained motion
- Occasionally push against something with steady force to move something

Nothing in this position description restricts the Foundation's right to assign or reassign duties and responsibilities to this job at any time. The position description is subject to change at any time.



Hourly Compensation

Interns are paid an hourly rate of \$12.32. If college credit is desired, intern must manage all communications with college institution to ensure requirements are met.

The Davis Phinney Foundation is an equal opportunity employer and seeks a diverse applicant pool.

To Apply

Please submit your resume and cover letter to jobs@davisphinneyfoundation.org with your full name and "Development Intern" in the subject line. In your cover letter, please share why you are interested in this specific role at the Davis Phinney Foundation and what makes you the ideal candidate for the position. For more information about the Foundation visit www.dpf.org. To review the legal version of this job description, [visit this link](#).