

Job Description

Major Gifts Administration Intern 2021

Position Summary: The Major Gifts Administration Intern will report directly to the Major Gifts Officer at Friendship Bridge and will serve with the administration and research support for specific major gift projects at the organization. This position provides a wonderful opportunity to learn the fundamentals of a development team in a team-focused environment.

- **Location:** Remote Opportunity and/or Office is located in Lakewood, Colorado
- **Time Commitment:** 15-20 Hours Per Week for at least 12 weeks
- **Compensation:** This is an unpaid position, however, we offer a flexible schedule with the opportunity to ensure this internship fits your educational needs to earn school credit.

Responsibilities: The Major Gifts Administration internship is part of the Global Communications and Partnerships Team and will be responsible for supporting in the following areas:

[AREA 1]: Database Administration Support

- Oversees management of confidential, computerized records of financial and in-kind donors, their giving histories, and other personal information.
- Provides database entry support for the Major Gifts Officer including any information on major donor meetings that have taken place with the MGO, the Chief Development Officer, the CEO, and any or all Friendship Bridge BOD.
- Also includes database entry support for the Major Gifts Officer including thank you calls and notes, in-person activities, as well as any other specific notes.
- Maintains Major Donor Spreadsheet with accurate and up-to-date information on Major Donation giving by year.

[AREA 2]: Major Donor Database Research and Consolidation Project

- Reading through apx. 150 constituent profiles and combing historic notes into one cohesive document and logging into the CRM as one complete profile update.

[AREA 3]: Wealth Screening Software Research Project

- Ability to take Donorsearch training to learn wealth screening scoring.
- Working directly with Donorsearch to research constitute profiles and recommend prospective donors based on scoring.

- Providing additional online research information compiled from Google, LinkedIn, etc. on specific constituent profiles.
- Creating constituent profiles based on research in Google document format.

Desired Skills and Experience

- Experience using records management systems preferred.
- Tech-savvy individual who can learn new digital tools quickly and independently.
- Familiarity with Google Suite (Google Calendar, Docs, Sheets, Google Meet, etc.)
- Interest in nonprofit marketing and fundraising.
- Strong oral and written communications skills.
- Ability to work independently.
- Strong research skills; can be trusted to fact-check from reputable sources.
- Flexible to assist with unforeseen tasks.

Tools we use:

- Donorsearch
- Salsa CRM
- Salsa Engage
- MS Excel
- Google Suite

How to Apply: Please email resume and cover letter to the Intern Coordinator at dhayes@friendshipbridge.org with the **Subject Line:** Application – Major Gifts Administration Internship 2021

Our Mission

Friendship Bridge is a nonprofit social enterprise creating opportunities that empower women in Guatemala to build a better life. We use an innovative and high-impact approach to poverty alleviation by combining the tools of microfinance, education, and preventive health services. We call this *Microcredit Plus*. As a result of participating in our programs, our clients experience a combination of increased resilience, improved empowerment, and accelerated business development.

www.friendshipbridge.org