

POSITION DESCRIPTION**Position Title: Non-profit Development Intern****Division: Development Department****Reports to: Development Manager****Status: Internship (Unpaid)****General Summary:**

Alzheimer's Orange County is seeking a student with excellent communication skills, that is detail oriented and punctual, and a confident and proficient writer. This internship is an excellent opportunity to learn about development, fundraising and grant writing for a non-profit organization

Essential Job Functions

- Walker Retention Phone Calls
- Post-Event follow up – Scheduling pickups and deliveries of auction items, retaining completed contact information for new constituents
- In – Kind donation procurement and tracking
- Handwritten thank you notes and mailings
- Walker Team Touches
- Raisin Data Entry (Registrations, website updates and offline donations)
- Community Outreach (especially during walk season)
- Calling potential booth sponsors
- Assistance in securing event elements (entertainment, refreshments, etc.)

Minimum Requirements:

- Completed or working toward a Bachelor's Degree or Master's Degree
- Interest in development and grant writing
- Excellent written, verbal and interpersonal communication skills
- Ability to work three business days, 3 – 4 hours each day
- Ability to work independently and with a team
- Excellent management skills, computer skills and effective interaction with people on a professional levels
- Ability to represent the Alzheimer's Orange County in a professional manner
- Ability to lift a minimum of 25 lbs.

To apply, please review the qualifications listed. If you meet the qualifications, please submit the following:

1. **Cover letter that tells us how your education and experience fits with the job description and requirements and why you want to work for Alzheimer's Orange County.**

