



# GIRLS EMPOWERMENT NETWORK

## Fundraising Intern

**Purpose:** The Fundraising Intern will assist staff with the various aspects of the management of a small shop Development Department at [the Girls Empowerment Network](#) (GEN). The Intern can expect to gain introductory experience in giving societies, donor relations, direct mail, and online campaigns.

**Location:** GEN's main office, 3000 S IH 35, Suite 400, 78704

### Key Responsibilities:

- Administrative duties—assist with database maintenance, mailings, etc.
- Online campaign management—assist with GEN's 2016 Amplify Austin campaign.
- Donor relations—logistics for donor giving society happy hours, collecting program stories to share with donors, and donor recognition (thank you letters and cards).
- Additional responsibilities as assigned; all interns are welcome to cross train to spend a portion of their weekly time in our direct service programs, if desired.

**Reports to:** Development Coordinator

**Length of Appointment:** Semester

**Time Commitment:** Flexible, depending upon number of hours desired for credit. Minimum 10 hours/week maximum 32 hours/week. A few evening and weekend hours will be required.

**Compensation:** This is a volunteer intern position with college credit available.

### Skills/Qualifications

- Applicants must be professional, creative, team oriented self-starters who have an eye for detail and a positive attitude.
- Applicants must have obtained or are actively pursuing a degree in business, marketing, communications, social work, nonprofit management, or similar fields.
- Must be committed to the goals/mission of GEN and social justice.
- Must possess excellent written and verbal communication skills.
- Must have reliable transportation.
- Previous fundraising or nonprofit experience is a plus, but not required.

Please send your resume and intern application to:  
Elena Carey, Development Coordinator  
[elena@genaustin.org](mailto:elena@genaustin.org)