

## **JOB DESCRIPTION**

**YOUR JOB TITLE: PHILANTHROPY INTERN**

**WHO YOU REPORT TO: DIRECTOR OF PHILANTHROPY**

**PROGRAM: PHILANTHROPY**

### **WHAT YOU CAN EXPECT TO WORK ON:**

As a representative of Habitat for Humanity Tucson, and in partnership with the Director of Philanthropy, identify and cultivate community relationships and partnerships to increase the impact of Habitat for Humanity in Southern Arizona.

### **OUR MISSION... AND HOW YOU FIT INTO IT**

Creating a more compassionate and just world, Habitat for Humanity Tucson brings people together to build homes, communities, and hope. Your role is to make the people in the Tucson community aware of Habitat for Humanity Tucson, our goal to make neighborhoods collaborative and safe, and to carry out a comprehensive and diverse community presence strategy of community awareness, stakeholder growth, and community activities. Your work will reflect the integration of the following:

#### **Job Duties Include:**

- As part of the Philanthropy Team, steward donors to encourage increased giving to Habitat Tucson. This includes calling donors to thank them and invite them to events.
- Help meet fundraising goals by assisting volunteer committees as needed. This may include representing Habitat at community wide events.
- Assist with fundraising events such as donor tours and small gatherings, designed for donor cultivation and appreciation.
- In collaboration with the Director of Philanthropy, help execute aspects of donor recognition program. This may include sending personalized thank you notes to donors, sharing Habitat homeowner stories, or sending email communications.
- In partnership with Volunteer Resource Manager, coordinate and arrange for the staffing of volunteers for fundraising events and builds.
- Assist Director of Philanthropy during committee meetings by taking notes and following up on committee member needs.
- Enter appropriate information into Raiser's Edge; run queries, labels, and reports as needed from database.
- Working in partnership with marketing and PR staff; follow up on event invitations, promotional materials, and donor recognition items.
- Coordinate correspondence and phone calls related to events management.
- Exhibit a high level of personal and professional integrity, and ethics.
- Other duties as assigned.

#### **YOU ARE:**

##### **Education and Experience:**

Interested in relationship building, customer service, fundraising, event management and volunteer management.

Curious about the not-for-profit environment, including interaction with volunteers, staff, donors, and the public.

Experience with Microsoft Office products and familiarity with databases.

**Talents we need:**

Excellent oral, written and listening skills.

Excellent organizational skills, including the ability to prioritize tasks.

Ability to maintain confidentiality.

Detail-oriented.

A willing team member with strong interpersonal skills.

Ability to communicate with thoughtfulness and diplomacy

Excited about creating positive change in the Tucson community

Focused, you take ownership and pride in your work

Donor focused and team spirited with a positive attitude

Flexible and adaptable

**OTHER NECESSITIES:**

**Working hours:** The internship is regarded as part-time with flexible hours. Ideally, this role would work between 5 and 25 hours per week. Work is usually performed between 8:00 am and 5:00 pm Monday through Friday.