Summer Internship Description
(May – August)

Position Title: Development & Affinity Intern
Department: Development and Affinity
FLSA Status: N/A
Reports to: Development and Grants Manager
Pay Range: N/A
Approved: Director of Development and Affinity
Effective Date: 5-1-2016

PURPOSE OF JOB:
Assists the Development and Affinity Department by providing Great Libraries Create campaign, Celebration of Learning, Friends of the Library and website management support.

ESSENTIAL DUTIES AND RESPONSIBILITIES:
1. Assist with activities relating to the Great Libraries Create campaign
   a. Communicate with branches to ensure campaign materials are stocked
   b. Draft and proof thank you letters for new donors
   c. Assist with drafting talking points for 2020 Vision Plan events
   d. Assist with Gratitude Dinner logistics, including execution of event
   e. Assist with development of quarterly update
   f. Organize a campaign table to distribute information, answer questions and collect donations at Library special events
   g. Develop and execute post-public campaign thank you letter

2. Assist with planning Celebration of Learning
   a. Attend Host Committee meetings
   b. Assist with organizing High School author event
   c. Proof and mail sponsorship packet
   d. Proof and mail Save the Date
   e. Support sponsorship follow-up
   f. Ensure sponsorship response forms are inputted into database
   g. Develop and execute Celebration of Learning Society invitation mailing
   h. Develop and execute non-society invitation mailing
   i. Develop and execute event program
   j. Assist with developing Run of Show

3. Assist with activities relating to Friends of the Library
   a. Collaborate with Friends of the Library committee to draft supporter newsletter
   b. Assist with promoting Friends of the Library through social media efforts

4. Website Management
   a. Ensure Columbus Metropolitan Library Foundation is updated with current information
   b. Ensure Great Libraries Create website includes accurate information, new donors and current fundraising total
   c. Ensure event website is updated regularly with confirmed sponsors and society members
   d. Ensure Friends of the Library website is updated
5. Performs additional duties as assigned

**INTERACTION:**
Interaction with staff, customers, donors, volunteers, agencies, and vendors.

**MINIMUM QUALIFICATIONS:**
1. Ability to maintain confidentiality and use of appropriate judgment in handling information and records.
2. Ability to tactfully and effectively deal with public, staff, volunteers, and vendors.
3. Excellent, clear and succinct written and verbal communication skills.
4. Strong organization and analytical skills. Coordinates and manages multiple tasks, anticipates needs and gives attention to detail.
5. Manages time efficiently; works independently and with initiative.

**HIGHLY PREFERRED QUALIFICATIONS AND COMPETENCIES:**
1. Knowledge and experience in event planning, marketing and/or fundraising

**TECHNOLOGY SKILLS:**
The following is common technology used in this position and is not all inclusive.

Microsoft Outlook, Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Raiser’s Edge and other Library related software applications.

**SUPERVISORY/MANAGEMENT RESPONSIBILITY:**
No direct reports.

**TRAVEL REQUIREMENTS:**
Frequency of travel: Occasional.

**SPECIAL REQUIREMENTS:**
Driver’s license and personal vehicle.

**PHYSICAL DEMANDS:**
Work requires minimal demand for physical effort.

**WORK ENVIRONMENT:**
The work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, and residences or commercial vehicles (e.g., use of safe workplace practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, and/or working in moderate outdoor weather conditions).

**DISCLAIMER:**
The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.