



Development Intern

Term: Spring/Summer

Length: 6 weeks or longer

Hours per Week: Flexible (3-4 days per week)

Reports to: Director of Development

Primary Function:

The Bernie's Book Bank Development Intern is a self-starter who supports fundraising initiatives and events.

Essential Job Responsibilities:

- Conduct research on prospective and lapsed funding sources
- Help to create a written repository for information to be used on grant applications and for outreach
- Support fundraising, cultivation and stewardship events and activities including book distributions to children and our annual golf outing(s)
- Other duties as assigned

Requirements:

- We are looking for candidates who are passionate about our mission to significantly increase BOOK OWNERSHIP among under-served infants, toddlers and school-age children.
- MUST have a high school diploma
- MUST have and exude an exceptionally positive, "I CAN/I WILL" attitude and be self-motivated
- MUST value all daily tasks as essential to our mission
- MUST demonstrate an understanding of the value of relationships as the lifeblood of Bernie's Book Bank
- MUST represent the following qualities: problem-solving, strong work ethic, fast-paced, flexible, responsible, communicative, organized, personable, multi-tasking
- Ability and willingness to take direction

Working Conditions/Physical Demands: While performing the duties of this job, the incumbent will typically be working in an office or event space environment. Will sometimes be asked to do moderate lifting, bending, pulling, and standing for extended periods. Reasonable accommodations may be made for individuals with disabilities to enable them to perform the essential duties.