**Internship:** Donor Stewardship and Research Intern  
**Type:** Non-paid Intern, minimum of 10 hours weekly  
**Supervisor’s Title:** Donor Engagement Manager

### Position Description

**Position Purpose:** Gleaners Food Bank of Indiana seeks a dynamic, self-starter to assist with implementation of annual stewardship activities and outreach. Additionally, this intern will aid in research and preparing briefings to assist the advancement staff with outreach to donors and prospects. This is an excellent opportunity to gain hands-on professional experience and training in various aspects of Advancement at a large non-profit serving 21 Indiana counties.

**As a Donor Stewardship and Research Intern you will learn how to:**
- Develop and implement a donor stewardship program to enhance long-term donor relationships which undergird retention and increased giving.
- Manage a donor portfolio.
- Work with outside vendors and internal departments providing support to the Advancement department.
- Utilize a donor management system.

### Essential Functions:
- Participate in strategizing sessions with Advancement staff focused on individual and planned giving to enhance short and long term revenue.
- Document notes from strategic meetings and prepare written plan for stewardship programs.
- Institutionalize stewardship plan based on effective moves management strategies.
- Manage volunteers assisting with “thank-a-thon” and thank you notes to donors; prepare eTap upload.
- Collaborate with communications staff for collection of stories to be used for advocacy, stewardship and cultivation.
- Coordinate events and gatherings as needed to steward and cultivate donor gifts.
- Write donor contact reports as needed for select stewardship contacts and update donor management system.
- Prepare briefings as needed for Advancement staff and President and CEO.
- Participate in meetings to assist with portfolio management for Advancement staff.
- Assist with prospect research and data mining for same in eTap using subsets such as wealth screenings and direct mail data.

### Skills/Qualifications:

The requirements listed below are representative of the education, experience, knowledge, skills, and/or abilities an individual needs in order to be considered eligible for this internship.

**Education and/or Experience:**
- Completed one or more years of undergraduate study and interested in philanthropic work.
- Involvement in community service and/or student organization desired.

**Skills and Abilities:**
- Passion for mission and ability to convey that passion in an effective, professional manner.
- Capacity to develop and maintain positive and productive relationships with staff, donors, volunteers and vendors.
- Strong written and verbal communication skills.
- Self-motivated, caring, high energy, enthusiastic, flexible, attentive listener and thoughtful.
- Ability to be detail oriented and complete tasks on a deadline.
- Strong computer and internet skills and knowledge of Microsoft Word, Excel, and Outlook.

**Certifications/Licenses:** Valid, unrestricted Driver’s License with good past driving record with proof of auto insurance

Please send your resume to Teresa Young, tyoung@gleaners.org