

Fundraising Intern



Reports to:
Fundraiser

Semester: Fall 2018

Position Overview:

The Fundraising Intern must be a highly motivated and active member within the organization. He/she will assist with fundraising events and development activities throughout the semester. In addition, the Fundraising Intern develops and maintains relationships with other officers and members while incorporating professionalism, respect, integrity, and compassion in all they do.

Essential Functions:

1. Help set up bake sale tables, and be able to volunteer at every bake sale
2. Provide support for on-going development activities including bake sales, and fundraising events
3. Promote events to maximize member turnout

Requirements:

1. Member of The Finance Association
2. Have a valid driver's license as well as the ability to travel as needed to perform internship duties
3. Have excellent oral and written communication skills