Food Bank for New York City
Position Description
Title: Fundraising Operations Intern (2)
Department: External Relations/Development
Reports to: Director of Fundraising Operations
Location: Lower Manhattan Office

Food Bank for New York City is seeking a current college student, current graduate student, or recent college graduate who is interested in serving as an intern and providing a wide range of database, research, administrative, and general support to Food Bank’s Fundraising Operations team. In return, Food Bank will provide an opportunity for the intern to gain experience in and familiarity with areas such as fundraising, philanthropy, database management, website maintenance and development, and the day-to-day operations of a nonprofit organization. The Development Intern will report to the Fundraising Operations Manager, and will support the entire Fund Ops team.

Responsibilities include, but are not limited to, the following:

- Assist the development staff in cleaning up data in the Raiser’s Edge (RE), Food Bank’s donor database.
- Conduct donor research and assist in troubleshooting RE data.
- Assist donors with troubleshooting as it pertains to Luminate/Convio, Food Bank’s online marketing and fundraising platform.
- Prepare reports, lists and other data requests.
- Draft correspondence and assist in responding to donor inquiries and issues.
- Assist the development staff in planning donor events and other activities, as needed.
- Organize and maintain paper and electronic files.
- Assist with mailings, filing, and special projects, as needed.

You will learn:

- Your way around Raiser’s Edge, one of the most commonly used fundraising databases in the non-profit industry.
- Your way around Luminate/Convio, a commonly used web platform for email communications, peer-to-peer fundraising and receiving online donations.
- A better understanding of fundraising fundamentals and policies, and non-profit operations.
- Strategies that inform fundraising plans.

Qualifications

- Strong writing and research abilities.
- Desire to learn more about fundraising and philanthropy.
- Knowledge of Microsoft Office applications and a desire to learn other applications.
- Experience with databases and websites are a plus.
- Good interpersonal skills and attention to detail.
- A demonstrated commitment to Food Bank’s mission and values.
• Unimpeachable ethical standards and personal integrity.

Hours, Start Date and Duration
Flexible within business hours (9:00 am to 4:30 pm). A firm commitment of 15 to 20 hours per week for at least three months is required. The internship will start at a mutually agreed upon date and may continue through the 2017 academic year depending on mutual interest and satisfactory performance. This is an unpaid internship, however college/graduate level credit can be earned for experience.

How to Apply
To apply for the position, please submit a cover letter, and resume by email to jobs@foodbanknyc.org (please put “Fundraising Operations Intern” in the subject line). The position is available for immediate hire, with applications considered on a rolling basis. Candidates are encouraged to submit applications as early as possible. No phone calls, please. While the above is a description of the essential functions of the position, other duties may be assigned.