FOOD BANK FOR NEW YORK CITY
Job Description

Title: Events & Engagement Summer Intern
Department: Development
Reports to: Steeven Nelson/Melissa Benjamin
Location: New York, NY
FLSA:

Who We Are
To learn about who we are and how we serve as Food Bankers, click Our History, Our Mission
To learn more about our organizational core values, click Core Values

What You Will Do

As the Events and Engagement Intern, your primary objective is to assist the Events and Engagement team with preparation for and execution of special events and engagement opportunities, donor research and information maintenance and post – event follow up efforts. S/he will report to and work closely with the Council Administrator, Events & Engagement Manager, and Events and Marketing Coordinator on a wide range of fundraising and engagement efforts. The Intern will take part in day-to-day support operations for the team and will experience various aspects of events and engagement work.

What You Can Expect from Us

- The opportunity to collaborate with colleagues to provide robust and mission focused experiences for Food Bank ambassadors & supporters.
- The opportunity to assist with managing the ongoing cultivation and stewardship of existing and prospective relationships with Food Bank’s councils (Celebrity, Culinary, Jr. Board and Influencer)
- The opportunity to assist in the development of strategies and plans for engagement, focused around Food Bank ambassadors & supports based on their interests and schedules.
- The opportunity to coordinate and participate in meetings with Food Bank staff, prospective and current ambassadors, corporate sponsors and supporters. Oversee, scheduling, meeting preparation, note-taking and recording in Raiser’s Edge and follow up with attendees.
- The opportunity to conduct research to track partner news, developments among competitors and remain current in marketplace trends.
- The opportunity to assist with venue research for Food Bank special events.
• The opportunity to learn about donor information maintenance through database training and data projects.

To be successful in this role you will excel in three areas
1. **Organizational Skills** – ability to manage a large portfolio of relationships, tasks, and perspectives required. Excellent organizational skills with great attention to detail and execution. Ability to operate in a fast paced environment with purpose, urgency and accuracy.
2. **Strategic Thinking Skills** – the ability to be an excellent strategic thinker and goal oriented. A knack for creative thinking about marketing and thinking outside of the box particularly related to new relationships is beneficial.
3. **Strong Interpersonal Skills** – Strong listening and administrative skills with the ability to effectively communicate out to others. A level of optimism and comfort interacting with diverse populations required.

Qualifications and experience that this role requires
• Experience with prospect research and ability to creatively design engagement opportunities based on interests and appropriateness.
• Experience handling highly confidential and sensitive materials and situations.
• Track record of building strong relationships with various individuals.
• Experience in volunteering with or planning fundraising events or events of similar scale.
• Attention to detail; strong writing and communication skills.
• Experience with Raiser’s Edge or similar donor databases a plus.
• Proficient in Microsoft Office programs (Word, Excel, Outlook).
• Experience with or knowledge of current affairs, multigenerational trends, poverty and hunger a plus.
• Knowledge of social media campaigns and cause marketing a plus.