



Position: Development Intern

Reports to: Ashley Bonner, Director of Development

Salary: \$100/week stipend

Hours: 10 hours/week for 14-16 weeks

The Children's Village at Christian City is dependent on philanthropy to provide housing, care and education to children of need coming to us. To support these needs, Christian City raises \$3.5 million annually through a variety of fundraising activities, including special events, individual gifts, church gifts, and foundation grants. Christian City plans to grow its fundraising program with particular focus on donor stewardship and recognition, and social media engagement. We have an opportunity for a person skilled in public relations and social media to assist with the following activities:

Responsibilities

- Social media support for Chair-ity auction event on December 1, 2016
- Research and draft a plan for donor recognition for November, National Philanthropy Month
- Provide support for donor recognition activities, including e-blasts, mailings, website recognition, etc.

Learning objectives

- Observe and participate in the operations of a nonprofit fundraising program
- Research and understand the role of donor recognition and appreciation programs
- Research and recognize the role of social media and electronic communication in philanthropy

How to Apply

Interested candidates should submit a resume and cover letter outlining experience and knowledge of the defined responsibilities along with desired educational outcomes to:

Ashley Bonner
Director of Development
Christian City, Inc.
7345 Red Oak Road
Union City, GA 30291

AshleyB@christian-city.org

