



Special Event and Social Media Intern

Reports to Ashley Bonner, Director of Fund Development

Hours: 10 hours/week for 14-16 weeks

Salary: \$1,500/semester stipend

The Children's Village at Christian City is dependent on philanthropy to provide housing, care and education to children of need of a home, to provide rescue services for runaway teens before sex traffickers can reach them, and to place children in foster and adoption homes. (More details at www.christiancity.org) 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 is growing its fundraising program with 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 a variety of activities. This intern will report to the Director of Development and will interact with all members of the Development office and the marketing staff.

Responsibilities will include some of the activities below based on schedules and the intern's skills and interests:

- Social media support for fundraising special events and outreach events
- 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.
- Support the development of the fundraising volunteer program
- Provide support for special events and campaigns
- Assist with storytelling via letter, brochure, video and website

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
- Build a portfolio of accomplished projects

Interested interns should send a resume and cover letter to Llandrum@christiancity.org.