### Job Title: Donor Relations and Development Intern

<table>
<thead>
<tr>
<th>Program: Development</th>
<th>Reports to: Development Director</th>
<th>Location: 1925 E Dublin Granville Road, Columbus, OH 43229</th>
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</thead>
<tbody>
<tr>
<td>Type of Position:</td>
<td>Hours/week:</td>
<td>Background Check Required:</td>
</tr>
<tr>
<td>□ Full-time</td>
<td>□ 40 hours</td>
<td>□ Yes</td>
</tr>
<tr>
<td>□ Part-time</td>
<td>□ 30 hours</td>
<td>□ No</td>
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<tr>
<td>□ Temporary</td>
<td>□ 20 hours</td>
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<tr>
<td>■ Intern/Volunteer</td>
<td>□ Other: 10-15 hours</td>
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**Objective:**  
To work with the development team to maintain donor relationships and empower supporters in the community

**Essential Job Functions:**  
Donor Acknowledgement  
Intensive, individual follow-up with community fundraisers  
Donor data management  
Preparations and communication for the 2019 CRIS 5K fundraiser

**Work Experience and Skill Requirements:**  
Excellent written and verbal English language skills  
Skilled in interpersonal and intercultural communication  
Experience working with diverse populations  
Self-motivated with ability to work independently  
Ability to create print and digital materials  
Willingness to undergo a background check

**Work Experience and Education Preferences:**  
Bachelor’s Degree or student working towards Bachelor’s or Advanced Degree preferred  
Experience working with refugees and immigrants preferred  
Fundraising experience preferred