



**DEPARTMENT**                      Development/Communications  
**JOB TITLE**                              Development Intern  
**REPORTS TO**                            Director of Development/Communications

**PURPOSE STATEMENT:**

Execute a financial strategy which utilizes diverse funding sources and ensures the financial health of the organization by building relationships and involving God's people in the work of the ministry through prayer, giving and volunteering.

**JOB SUMMARY:**

To assist the Development team in administrative and development tasks including: donor thank you calls, data and research, gift processings/mailings, assistance with special events.

**QUALIFICATIONS:**

- Positive and professional attitude
- Creative
- Dependable
- Strong attention to detail and accuracy
- Strong communication skills
- Ability to maintain confidentiality
- Knowledge of Excel and Microsoft Word
- Team Player
- Ability to multi-task in a fast paced environment
- Interest in the field of Development and willingness to learn

**ADDITIONAL QUALIFICATIONS:**

- Have a heart for serving the homeless, addicted and poor.
- Ability to set appropriate boundaries
- Enthusiastic support of our Mission Statement and Core Values