



## Event Assistant Internship

<b>Title</b>	Event Assistant Intern
<b>Pay Level</b>	Unpaid (College Credit Available)
<b>Working Hours</b>	Negotiable (and dependent on institutional requirements)
<b>Location</b>	75 Market Street, Poughkeepsie, NY 12601

**Key Responsibilities:** This internship will work with the Resource Development Office to further business development.

### Reporting Relationship:

This position reports to the Campaign Director, Liz Manning and the Donor Development Manager, Michelle Nepton.

### Key Performance Metrics:

- Coordinate signature event logistics
- Research accuracy of information and document updates.
- Thank you phone calls to donors
- Put together Leadership Packets
- Deliver or mail Leadership Packets
- Manage Leadership Society Donor List
- Merge/send acknowledgment letters
- Create and maintain binder of leadership donor and event information

### Knowledge and Skills Required:

- Interest in nonprofit, business development, or relationship management
- Interest in developing an understanding of the role of technology in business development
- Knowledge of Microsoft Office Suite preferred
- Driver's license and a car preferred
- Attention to detail
- Strong computer & internet skills

### About the Organization

United Way of the Dutchess-Orange Region is a 501c3 organization and is committed to the principle of diversity and nondiscrimination. All interns are asked to sign a confidentiality agreement prior to beginning their internship. Questions, comments and feedback regarding a student learning experiences during internships are welcomed at any time from the student, professors, guidance professionals and administrators.