

INTERNSHIP DESCRIPTION

Internship Title: Fund Development Intern

Reports to: Special Projects Coordinator/Database Specialist

Internship Summary

The Girl Scouts of Eastern Massachusetts (GSEM) Fund Development Intern's main focus will be to assist with event management. This is a great opportunity to get hands-on experience with planning GSEM's largest annual fundraiser, the Leading Women Awards, as well as our 100th Anniversary Forever Green Gala. In addition to events management, there will be opportunities to learn about and participate in different facets of Fund Development, including donor cultivation and stewardship, alumnae relations, and database management; depending on the candidate's interests.

Key Responsibilities

1. Event planning
 - a. Forever Green Gala (March 29, 2012) - participate in event committee meetings; secure silent auction item donations in advance of event; organize day-of logistics; make follow-up calls to sponsors; assist with venue logistics, catering, and other vendors.
 - b. Leading Women Awards (Fall 2012)- participate in event committee meetings; make follow-up calls to sponsors; assist with day-of event set-up, registration and break down; post-event follow-up to attendees
2. Data entry
 - a. Assist the Database Specialist in updating donation database
3. Provide support for other department activities and campaigns as needed.

Skills and Qualifications

- Dedication to the Girl Scout mission.
- Experience with event planning preferred.
- Excellent organizational skills.
- Ability to write and speak with tact and diplomacy.
- Ability to adapt well to changing circumstances, direction and strategy.
- Proficient in the use of Microsoft Windows and Office software.
- Must be willing to submit to a CORI check.
- Must become a member of Girl Scouts of the USA (\$12 fee).

Hours and Compensation

Hours are flexible and will be determined based on the availability of the intern and staff members. This is an unpaid internship for 10-15 hours per week.

About Girl Scouts of Eastern Massachusetts

GSEM serves more than 42,000 girls ages 5-17 and 18,000 adult volunteers in 178 communities across Eastern Massachusetts with the mission to build girls of courage, confidence and character, who make the world a better place. The Girl Scouts provide girls with the opportunity to DISCOVER their world, CONNECT with and build an understanding for others and TAKE ACTION to make the world a better place. Girls are guided by committed and caring adults who make learning fun. Girl Scouting helps each girl achieve her personal leadership pathway to the future.

How to Apply

Send resume and cover letter to Kim Sebastiao, Special Projects Coordinator, ksebastiao@girlscoutseasternmass.org. No phone calls, please.