Development Internship Position
College of Business and Technology

- The chosen intern will have an opportunity to learn the many facets, responsibilities and rewards related to developing external relationships with the ultimate goal of raising funds for the various areas within the College of Business and Technology. Development is not sales, it is enlightening and educating prospects about the needs of the institution, and ultimately asking them to give when we have solidified the relationship with their affinity. The donor is ready to give and make a difference by the time we ask them. Intern will be trained in the entire development process.

Responsibilities and tasks might include:

- Meet with guests who come to campus, spending time with them, greet and take them for dinner, etc.
- Work with a team of faculty, staff and development officer to create and carry out strategies for cultivating prospects to the stage when we are ready to ask for a gift.
- Work with faculty to find funding for their areas of need – match need with potential donors.
- Research corporations and foundations and learn about their goals, guidelines and how we go about asking for funding.
- Event planning support – Career Week, Mock Interviews, Distinguished Alumnus visit, Executive in Residence, Supply Chain Day, Career Fairs within the college.
- Research prospects. Work as a team to put together strategies for identifying new prospects and research those people identified for affinity, interest and potential.
- Learn the needed documentation, processes and accountability involved in development work from early information we provide to proposals and gift agreements.
- Learn the financial aspects of development.
- Website – work with Dean’s staff to update development related information.
- Coordinate travel for development officer, document visits, etc.
- Work on specific proposals for donors whether individuals, couples or corporations and foundations.
- Work with foundation office to provide appropriate documentation for gifts, scholarships criteria, endowment forms, etc.
- Giving analysis.
- Annual Fund letters.
- When possible, meet donors and prospects the development officer is working with – accompany development officer on visits.