



TREE HOUSE

HUMANE SOCIETY

JOB DESCRIPTION

JOB TITLE: Development Intern
EMPLOYER: Tree House Humane Society
DEPARTMENT: Development
REPORTS TO: Director of Development
SUPERVISES: N/A
CLASSIFICATION: Unpaid, Intern
EFFECTIVE DATE: 05/01/2023

SUMMARY:

This role is an opportunity for you to play a critical part in an industry-leading organization's fundraising efforts at Tree House Humane Society (TH). The Development Intern is responsible for administrative functions that enable the fundraising and donor care functions of TH. These functions ensure strong donor loyalty, financial accountability, and long-term organizational sustainability.

The Development department's core function is to meet or exceed annual fundraising goals as set in the fiscal year's budget.

DUTIES AND RESPONSIBILITIES:

- Enters all donations and donor information updates into database (Salesforce) in a timely and accurate manner.
- Completes accurate and appropriate gift acknowledgement for donations, according to our 5-7 business day protocol.
- Gathers content including but not limited to, photos, video, interaction and adoption stories, about feline subjects for feature in development campaigns.
- Collaborate with Development Assistant to research and manage outside vendors and develop event ticket pages in connection with TH fundraising events.
- Provides general operational support for donor events
- Complete routine maintenance of donor database.
- Works with the Annual Giving Manager to supports direct mail campaigns with copy editing and content creation
- Take ownership of research projects related to donor retention, increasing monthly gift sizes, donor onboarding, or other related subjects, as agreed upon with the Director of Development

- Other duties as requested by the Director of Development. .

FINANCIAL SUPPORT:

- Tree House will provide a \$300 Transportation Stipend to facilitate participation in this internship.

QUALIFICATIONS:

- High School degree or equivalent required.
- Excellent oral and written communication skills.
- Computer skills required: Proficiency in Microsoft Office, Google Suite Office
- Nonprofit database or Constituent Relationship Management (“CRM”) experience strongly preferred; Salesforce experience is a plus.
- Highly organized, deadline oriented, and strong attention to detail.
- Strong analytical skills
- Must be able to work a flexible schedule to accommodate fundraising and other events.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

- Occasionally required to stand and walk
- Frequently required to sit
- Must be able to lift/carry up to 25 lbs.
- Work is completed in an office environment within an animal shelter.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or physical requirements. Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Tree House Humane Society is an equal opportunity employer and seeks to employ qualified individuals based on individual merit. Tree House Humane Society does not discriminate against any individual with respect to the terms and conditions of employment based on that individuals race, sex, age, religion, color, national origin, disability, genetic information, marital status, veteran status, sexual orientation, gender identity or expression, housing status, or any other non-merit factor protected under state, local or federal laws. Equal Employment Opportunity applies to all personnel actions such as recruiting, hiring, compensation, benefits, promotions, training, transfer, termination, and opportunities for training. Tree House Humane Society is committed to a fair and equitable workplace where everyone is a respected and valued member of the team.