



Christel House.
International

Fundraising and Special Events - Intern Job Description

Reports to: Development Associate for direction, mentoring, follow-up, etc. and for basic items including: amount of time worked, orientation, resources, etc. Also works closely with all development staff to help understand and build awareness, organizational capacity and reach.

General Description

The Fundraising and Special Events interns will focus on one or more of the following projects.

- Communicate with donors and supporters via phone, email and mail in order to share information, thank for support, solicit new gifts, etc.
- Research potential major and annual fund gift prospects determining appropriate solicitation levels, interests and connections Christel House
- Research corporate giving prospects locally, regionally, nationally and internationally and determine preferred approach
- Assist with planning and executing the annual "Braking the Cycle Ride" – a motorcycle benefit ride including over 100 riders, 20+ sponsors, etc.
- Explore community partnerships for additional events, placement and building awareness of our organization, cause and success.

Knowledge & Skills

Candidate should be capable of initiating and maintaining strong personal relationships. In addition, he/she should be able to coordinate with all departments involved to ensure the completion of the above projects. A high degree of organization and self-motivation is required. This person must quickly learn our organization and the market. He/She must also be aware of and able to apply basic communication, fundraising and event/project planning principles in order to make improvements to our current efforts and position CHI positively for continued success.

Prefer a responsible college undergraduate or recent graduate with a degree/focus in nonprofit management, Public Relations, Communication or related field. Graduate students accepted.

Benefits

Professional experience with a highly-reputable international nonprofit organization. Flexible schedule. Paid parking downtown Indianapolis

Christel House International mobilizes over 250 global staff members, thousands of supporters, friends and family to provide a holistic approach to poverty including quality education, nutrition and healthcare to over 3,000 children. With offices in India, South Africa, Mexico, Venezuela and the U.S. we are breaking the cycle of poverty. For more, visit www.christelhouse.org.

To Apply

Please forward resume and cover letter addressing experience and interests to Nathan Hand at nhand@christelhouse.org.

Up to 2 people will be hired to fulfill the needs above. Positions will remain open until filled.