

## Advancement Intern

### Internship Description:

The Advancement Intern will serve as a member of the Advancement team by supporting the development of strategies to increase donors and dollars, assisting with stewardship responsibilities and helping implement special events while simultaneously learning the skills and craft of fundraising in a non-profit environment.

### About the Department:

The South Carolina Aquarium Advancement team leads institutional strategic objectives and develops the resources needed to achieve those goals. We lead day-to-day fundraising operations, create meaningful donor engagement opportunities and strategize long-term initiatives.

### Objectives and Internship Duties:

Although there will be a set list of intern responsibilities, the intern's experience will be tailored to meet their personal and professional development goals.

- Events/Database: Track and manage event invitations, responses and attendance in Raiser's Edge database
- Programing: Assist in the development of stewardship events and workshops for mid-level and major donor circles (Conservation Stewards and Watershed Society)
- Administrative: donor benefits fulfillment (assembling welcome packets and associated documentation in Raiser's Edge) and donor renewal support (generating lapsed and renewal letters)
- Event Execution: Assist Advancement team in executing donor stewardship and engagement events (occasional nights and weekends as schedule allows)
- Writing/Stewardship: Draft the quarterly donor e-newsletter through MyEmma email marketing platform
- Other projects and assignments as they develop

### Knowledge, Skills and Abilities:

- Proficient in the basic use of computers including Microsoft Suite. Intern will be trained on the use of our databases; prior database experience is a plus.
- Clear communication skills during the planning, implementation and execution of projects.
- Advanced writing skills--intern will prepare proposals, write appeals and thank you letters and more.
- Flexible and comfortable in an open-plan workspace that is constantly energetic and dynamic
- Ability to work independently; demonstrating the ability to be a proactive problem-solver strongly desired

### Commitment Required:

- Ability to work 15-20 hours per week
- Ability to work occasional weeknights or on the weekends.

### Wage and Benefits:

- Unpaid; college credit may be available through your university
- Intern will receive a yearlong membership to the Aquarium, opportunities to attend special aquarium events, on the job Raiser's Edge Training, Aquarium branded merchandise and opportunities to work with and engage with community leaders.

### Application Instructions:

- Apply at: <https://scaquariumvolunteer.applicantpro.com/jobs/>