



BRYANT EDUCATIONAL
LEADERSHIP GROUP

Fund Development Internship

JOB DESCRIPTION

About the Bryant Educational Leadership Group (BELG)

BELG was started based upon the principle, *we stand on the shoulders of giants, and to whom much is given, much is required*. Its mission is to enable, equip, and empower student leaders to transform themselves, their campuses, their communities, and the world.

BELG is seeking a fund development intern to support the organization's outreach and fundraising initiatives to generate philanthropic gift support for BELG programs and initiatives. The intern will report directly to the Chief Executive Officer and work closely with the Vice-President for Operations and other BELG leadership team members.

Duration: One academic year (Fall & Spring semesters, with the option to extend into Summer)

Hours: Preferably 10 hours per week. Schedule is negotiable.

Compensation: This position is not compensated; however, intern may be eligible for college credits.

DUTIES & RESPONSIBILITIES

- Assist in the development and implementation of a comprehensive Fund Development Plan for BELG.
- Actively solicit financial contributions from individuals and corporations to support BELG programs and initiatives.
- Strategically identify, cultivate and diversify sources of funding and other support sources.
- Create meaningful interaction with internal and external stakeholders through various strategies.
- Responsible for donor tracking and maintenance and development of donor databases.
- Prepares prospect proposals and briefings; coordinates follow-up as needed (thank you, next steps and report).
- Engages BELG's student stakeholders in fund development campaigns.
- Coordinates donor appreciation efforts, including "Thank You" letter writing campaign and student testimonial videos.
- Attend required virtual meetings (approximately 3-4 per month).

QUALIFICATIONS

- Preferred experiences or strong interest in philanthropy, fundraising, marketing, community outreach, advertising, public relations or related field.
- Strong human relations skills such as leadership, networking and relationship building.
- Ability to pay close attention to detail and maintain confidentiality.
- Strong written and verbal communication skills.

- Enthusiasm for the mission of BELG.
- Flexible and proactively takes on assignments and responsibilities.
- Must be a self-starter and effective communicator.
- Must have the ability to work independently and with a team.
- Must be organized and detail oriented.
- Ability to set and meet deadlines, prioritize and manage several projects at one time.

APPLICATION REQUIREMENTS

- Complete the BELG Internship Application including resume and cover letter that answers the question “Why you would like to intern with BELG?”

HOW TO APPLY

- Complete online application by date on website. [Click here to apply now!](#)

GENERAL INTERNSHIP PROGRAM INFORMATION

Eligibility: A candidate must be a graduate student; an undergraduate student; or have graduated from college within 12 months of beginning the internship.

General Information: Interns are expected to work the hours indicated on each position description.

Internships are offered during the Summer, Fall, and Winter/Spring semesters. Interns may receive academic credit if an agreement is made between the intern’s college or university. All interns are subject to the applicable employee rules and will be required to complete a Learning Contract.

Application Procedures: Candidates must complete the online application and include a resume and cover letter. Cover letter must answer the question "Why you would like to intern with BELG?"

NOTE: Some internship positions require additional application items, such as a writing sample. All application items must be submitted as a complete package. Incomplete applications will not be reviewed.

For more information, please email info@belgllc.com