



**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 organizations 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.

***Application Deadline:*** July 17, 2015 at 5pm EST

#### **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.

#### **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 a cover letter that answers the question “Why you would like to intern with BELG?”

#### HOW TO APPLY

- Email completed application with cover letter, writing sample & a résumé to [info@belgllc.com](mailto:info@belgllc.com) (application must be signed) by Friday, July 17, 2015 at 5pm EST

*Bryant Educational Leadership Group, LLC is an Equal Opportunity Employer and does not discriminate on the basis of sex, race, age, national origin, ethnic, background, disability or any other characteristic protected by law.*



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## INTERNSHIP APPLICATION FORM

*BELG is an affirmative action/equal employment opportunity employer. Discrimination because of race, color, religion, sex, handicap, sexual orientation or national origin is prohibited.*

*In order to be considered for an internship, you must submit a signed and completed application form along with your resume. Please refer to the position description to determine if additional application items, such as a writing sample, are required. All application items must be submitted as a complete package (excluding reference letter). Incomplete applications will not be reviewed.*

**Name(s) of Internship(s) Applied For:**

**Name:** \_\_\_\_\_

**School Address:** \_\_\_\_\_

**Permanent Address:** \_\_\_\_\_

**School Telephone Number:** \_\_\_\_\_ **Permanent Telephone Number:** \_\_\_\_\_

**E-mail Address:** \_\_\_\_\_

**Are you legally eligible to work in the U.S.?** \_\_\_\_\_

**If you are not a U.S. Citizen, are there any restrictions on your eligibility for employment?** \_\_\_\_\_

**Are you requesting that your college grant you credit hours for your internship?** \_\_\_\_\_

**Dates available to perform internship:** \_\_\_\_\_

**If you do not receive an internship with BELG, would you be interested in being considered as a volunteer during one of our programs?**      Yes                      No                      **If so, which one(s) & where?**

**Education:**

TYPE OF SCHOOL	NAME AND LOCATION	DEGREE/DATE	MAJOR
High School	_____	_____	_____
College	_____	_____	_____
_____	_____	_____	_____

Scholastic Honors and/or Licenses: \_\_\_\_\_  
\_\_\_\_\_

**Employment History** *(Includes paid, volunteer, and intern positions)*

Most Recent Employer: \_\_\_\_\_ Telephone Number: \_\_\_\_\_  
Address: \_\_\_\_\_  
Supervisor (Name & Title): \_\_\_\_\_  
Position Title: \_\_\_\_\_ Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_  
Description of duties: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Employer: \_\_\_\_\_ Telephone Number: \_\_\_\_\_  
Address: \_\_\_\_\_  
Supervisor (Name & Title): \_\_\_\_\_  
Position Title: \_\_\_\_\_ Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_  
Description of duties: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Relevant Professional References** (*minimum of 2 required, no family members*)

Name: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Company/School: \_\_\_\_\_

Relationship: \_\_\_\_\_ Email Address: \_\_\_\_\_

Name: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Company/School: \_\_\_\_\_

Relationship: \_\_\_\_\_ Email Address: \_\_\_\_\_

Name: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Company/School: \_\_\_\_\_

Relationship: \_\_\_\_\_ Email Address: \_\_\_\_\_

Publications and Articles: \_\_\_\_\_

Community/professional organizations, honors and awards: \_\_\_\_\_

Activities/Organizations relevant to the internship(s) for which  
you are applying: \_\_\_\_\_

**SHORT ANSWER: Explain the reason programs such as those sponsored by BELG are important.**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*I certify that all of the statements in this application are true and complete to the best of my knowledge. I understand that a false or incomplete answer may be grounds for not considering me or for my dismissal.*

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## 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 BELG and intern's college or university. All interns are subject to the applicable BELG employee rules and will be required to complete a Learning Contract.

**Application Procedures:** Candidates must complete an application and submit it along with a 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(excluding reference letter). Incomplete applications will not be reviewed.

**Application Deadlines:** Applications must be received via email or fax by July 17, 2015

**Email or Fax Applications to:** Subject: "Your Name," "Name of Internship Position"  
Email Address: [info@belgllc.com](mailto:info@belgllc.com)  
Fax Number: (317) 405-8323

**For More Information Send an Email to [info@belgllc.com](mailto:info@belgllc.com)**

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