

**HEART OF FLORIDA UNITED WAY  
INTERN POSITION DESCRIPTION  
SUMMER 2009**

**TITLE:** Leadership Recognition Development Intern  
**REPORTS TO:** Director of Leadership Giving  
**DEPARTMENT:** Resource Development  
**FLSA:** non-paid, 20 hours/week; schedule flexible

**POSITION OBJECTIVE:**

The Leadership Recognition Development Intern is a two prong position in the Resource Development department. Part one: intern will organize, analyze and input data updates from donor files into Excel spreadsheet. Part Two: intern will conduct outreach campaign to thank and recognize leadership donors in the Central Florida community. Must be detail oriented

**PRIMARY JOB RESPONSIBILITIES/DUTIES:**

This intern position offers the opportunity to work with both sides of the campaign and assist Resource Development managers with:

- Update the Andar System
- Event/Logistical planning for recognition/fundraising event
- Communicate with leadership donors (donors of \$1000 or more)
- Meet with leadership and corporate donors
- Research Best Practices
- Manage volunteers

**INTERN BENEFITS:**

- Exposure to community leaders and businesses
- Opportunity to meet with leadership donors
- Leadership training/Business development

**PHYSICAL DEMANDS:**

Physical demands include sitting and/or standing for extended periods of time; bending, regularly moving between buildings and floors, regular use of the telephone, copier, fax and computer. Reliable transportation required. Job involves frequent and routinely intense public contact as well as protracted concentration.

**EDUCATION AND EXPERIENCE:**

- Requires strong organizational, follow-up, analytical, and problem solving skills.
- Requires excellent verbal and written communication skills and good interpersonal skills demonstrated through consistent working relationships with fellow employees, phone interchange, and demonstrated dependability.
- Requires ability to edit, proofread, complete and assemble reports, and the ability to operate standard office equipment; i.e. copiers, fax, telephone, computer and calculator.
- Requires knowledge of computer applications (including Microsoft Excel, Word, and Outlook) and use of internet.