HEART OF FLORIDA UNITED WAY
INTERN POSITION DESCRIPTION

TITLE: Resource Development Intern
REPORTS TO: Campaign Director
DEPARTMENT: Resource Development
FLSA: Intern (non-paid, min 20 hours/week; schedule flexible)

POSITION OBJECTIVE:
The purpose of the Resource Development Intern is to function as an extended member of the fundraising team. The Intern will support the Resource Development department and assist Resource Development Account Executives with their Employee Workplace campaigns and fundraising events.

PRIMARY JOB RESPONSIBILITIES/DUTIES:
- Provide account support for campaigns, fundraising events, and special projects.
- Input and maintain accurate data within the donor database system.
- Research industry best practices and gather company demographics.
- Participate in campaign related meetings (both internal and external) and major events throughout the community.

INTERN BENEFITS:
- Work with a group of thriving professionals on a day-to-day basis.
- Valuable insight about partnerships between local companies and Heart of Florida United Way.
- Exposure to top-level executives and key influencers in Central Florida.
- Leadership training and business development.
- Improve technical and communication skills.

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.

EDUCATION AND EXPERIENCE:
- Requires strong organizational, follow-up, analytical, and problem solving skills.
- Requires excellent verbal and written communication skills and good interpersonal skills.
- Requires knowledge of computer applications (including Microsoft Excel, Word, and Outlook), office equipment and use of internet.

If you have any questions or would like further information, please contact Aaron McKibben, Account Executive at 407-429-2103 or via email to aaron.mckibben@hfuw.org