



**Hays County Food Bank 220 Herndon Street San Marcos TX (512) 392-8300**

## **Development Intern**

Want to get experience or earn credit while working at an organization that gives back? Work as an Intern for the Hays County Food Bank and gain skills while giving back to the community.

We offer flexibility and will often work around your schedule. We offer our interns responsibility and mentor them to create an extremely valuable experience.

Internships are available year round in the winter, spring, summer, and fall.

### **Application Instructions:**

Interested applicants should submit a resume and cover letter to Jim Wagner at [jwagner@haysfoodbank.org](mailto:jwagner@haysfoodbank.org) for review and consideration. Applicants are accepted year round so be sure to indicate your desired time frame as well as desired internship in your cover letter.

### **Summary**

Hays County Food Bank seeks a dynamic, self-starter to assist with development efforts. This Internship is an excellent opportunity to experience various aspects of development and fundraising, while working for a community based nonprofit organization. Gain valuable, practical experience that will give you an edge when you enter the job market.

### **Responsibilities**

- > Assist in organizing and implementation of giving campaigns
- > Reach out to community organizations, general public and donors with the message about Hays County Food Bank's Mission.
- > Assist in processing donations and preparing acknowledgement letters and other correspondence.
- > Maintain donor database
- > Assist in planning and administrative work related to fundraising events, including mailings and sponsorship acquisition.

### **Qualifications**

- > Completed or working toward a college degree, preferably in a related field (e.g. Nonprofit Management, Public Relations, Hospitality or other relevant major)
- > Must be computer literate (working knowledge of word processing, Excel, etc.).
- > An effective communicator, both oral and written.
- > Self-motivated, good organizational skills, detail oriented, ability to prioritize multi-task and meet deadlines.
- > Interest in nonprofit development/fundraising.

### **Training and Supervision**

Training and supervision conducted by Executive Director and HCFB staff.



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**Time Commitment**

- > 15-20 hours/week (2-3 days)
- > Precedence will be given to those who can commit to a minimum of 10 weeks service.
- > Work will be done within HCFB office hours M-F 8:00am-4:00pm

**Benefits**

- > Internship position is unpaid, but may be eligible for college credits.
- > Build your portfolio of work.
- > Flexible scheduling.
- > Help meet an important social need in a local organization