



THE JUNIOR LEAGUE  
OF THE CITY OF NEW YORK, INC.  
130 EAST 80TH STREET  
NEW YORK, NY 10075  
212 288-6220

## Job Description Fundraising Events Intern

**Location:** New York, NY  
**Industry:** Nonprofit

**Internship for College/University Credit**  
**Exempt**  
**Reports to the Associate Director of Development**

**Organization:** The New York Junior League (NYJL) is an organization of women committed to promoting volunteerism, developing the potential of women, and improving communities through the effective action and leadership of trained volunteers.

With an annual budget of approximately \$3,000,000, the NYJL's operations are primarily financed through membership dues, volunteer-supported fundraising events campaigns.

NYJL volunteers are bound by a single goal: to improve the health and well-being of women, children, and families in our city. To learn more, please visit the website at [www.nyjl.org](http://www.nyjl.org).

### **Position Summary:**

The New York Junior League is seeking a current undergraduate- or graduate-level student **to receive university credit for an internship** with its Development team, for a few hours, **2-3 days during the week throughout Fall 2019 semester**. The intern will support the success of a variety of fundraising events including: a Fall House Tour, NYC Marathon breakfast and fundraiser, shopping event, and a festive holiday party. Throughout the fall semester, the intern will provide logistics support on a variety of tasks related to each of the individual events. NYJL seeks an intern that is well-organized, detail-oriented and enjoys working on fundraising events.

### **Responsibilities include:**

- Partner with the Senior Coordinator to plan the logistics and details of four events
- Strengthen data input within NYJL's donor management database (Digital Cheetah)
- Execute large mailings to send donors gift receipts and tax acknowledgement letters
- Maintain a library of fundraising event reports that track fundraising results and projections
- Assist in coordinating silent auctions; upload item descriptions into mobile bidding software
- Process, enter, and track fundraising events gifts and pledges
- Prepare weekly revenue reports for each event
- Support and attend fundraising events
- Maintain data integrity standards regarding security and donor confidentiality

### **Requirements:**

- Desire to learn about and participate in a variety of fundraising events
- Strong interpersonal and organizational skills
- Ability to manage multiple tasks and responsibilities, with strong attention to detail
- Proficiency in Microsoft Office

**Application:**

For more information or to apply for this position, please email your cover letter and resume to: HR@nyjl.org.

**Application deadline:**

Position is available immediately.

The New York Junior League is an equal opportunity employer. We recruit, hire, upgrade, train, and promote for all positions and job classifications without regard to race, color, religion, creed, gender, national origin, age, physical or mental disability, marital, veteran or disabled veteran status, sexual orientation, or any other status as a member of any other legally protected group or activity.