



Development and Special Events Internship Available!

For undergraduate or graduate members! Do you love connecting with other Delta Zeta sisters and want to share your passion for our sisterhood with them? Can you operate as part of a fast-paced, super-friendly environment where we work as a team, count on each other to achieve our goals, and learn and grow quickly? Are you a team player, who is ready to work hard, to learn new skills quickly and are great at working independently or remote?

This is an amazing opportunity to gain meaningful experience and skills in the dynamic world of customer management, consultative sales, event planning and marketing. You will work on a team that develops networking strategies and implements key events for the Delta Zeta Foundation, a 501(c) (3). Our internship positions require versatility, ability to multitask and a can-do mentality.

Interns will support the Foundation's operations, including donor engagement, customer relations, communications, fundraising, virtual engagement and event management. This internship will give you hands-on experience that is highly sought after by employers at both non-profits and major corporations alike.

The internship runs from January 2021 to December 2021. Interns will commit 4-6 hours per week. They will work remotely while participating as a part of the Delta Zeta Foundation team. While the position is unpaid, approved travel and business expenses will be provided. The Foundation Interns will work under direction of the Director of Advancement and the Chief Advancement Officer.

Position Requirements

Candidates must:

- Be affiliated or enrolled in a verifiable program of study with a school or educational program/institution.
- Take responsibility for coordinating and obtaining academic credit for the internship from their respective host institutions, if desired.
- Be willing to allocate 4-6 hours per week for the position.
- Be proficient in Excel, Microsoft Word and social media platforms.

Additionally, candidates should have:

- Comfort in speaking in public to groups and via electronic media
- Excellent verbal and written communication skills, as well as legible handwriting
- Exceptional organization skills with a strong attention to detail
- Tact and diplomacy required to interact with donors
- Ability to manage multiple tasks
- Ability to work independently and complete assigned tasks within identified timeframes
- Team player with cooperative spirit
- Ability and willingness to travel, as may be permitted and assigned
- Ability and willingness to participate in virtual events
- Background in marketing/sales, public relations or events preferred

Internship Responsibilities

- Assist Director of Advancement with marketing campaigns for major organizational priorities.
- Support donor relationships including presentation creation and maintenance and pitch management.
- Maintain relationship with chapter officers, advisors or appropriate individuals, as assigned.
- Correspond with members, donors and volunteers to assist with questions, concerns and requests.
- Learn from hands-on experience about all stages of the event planning process, including assisting with designing materials, liaising with vendors and venues and providing onsite support.
- Assist Director of Development with newsletter development and other writing assignments.
- Create social media posts/stories, hold phone calls and record videos, as assigned.
- Report client interactions to Director of Advancement.
- Assist with year-round fundraising campaigns.
- Recruit and solicit donors to the Foundation.
- Attend Delta Zeta National events, including virtual events, as opportunities are available.
- Participate in monthly conference calls.
- Handle confidential information with integrity and discretion.
- Provide general administrative support as needed.
- Make a minimum gift to the Delta Zeta Foundation of \$19.02.

If you are interested in this opportunity, please submit an [online application](#) by midnight on **Monday, November 30, 2020**. Please direct any questions regarding the internship to Mary Waterman, Director of Advancement, at mwaterman@deltazeta.org.

Please note: Delta Zeta Foundation Interns shall in no way have the authority to bind the Foundation, set policy or make other management decisions. Any decision or recommendation of a Foundation Intern shall be advisory in nature and subject to review and approval by the Foundation Board of Trustees.