



## Summer Development Intern

The Development office at the Duke Catholic Center (DCC) is in charge of raising more than \$1,000,000 a year to support the operating costs of the Duke Catholic Center. The Summer Development Intern is hired by and accountable to the Director of the Duke Catholic Center, and works collaboratively with the other members of the DCC development team. The Summer Development Intern reports directly to the Assistant Director of Development. If interested, send resume to [michelle.sutton@duke.edu](mailto:michelle.sutton@duke.edu).

### RESPONSIBILITIES

- **Pastoral:**
  - Be present for, participate in, and encourage/invite students to engage in: Sunday and Holy Day Masses; Holy Hour; Penance Services; Retreat Experiences; Tuesday Night Dinner; various catechetical, social, and other programs as assigned.
  - Develop relationships with Catholic students by being visible on campus and connecting individually with students.
- **Administration:**
  - Update constituent records on a timely basis (address changes, births, additions, deaths, notepad information, codings, segments, ask amounts, etc.).
  - Prepare spiritual content and materials for various donor programs.
  - Conducts routine database review and corrections to improve database accuracy.
  - Work on archiving of historical DCC materials (photos, bulletins, etc.) for use in DCC correspondence
  - Assist in writing summer donor communication (newsletters, etc).
  - Prepare new student and donor data for import into database.
- **Professional Development:**
  - Commit appropriate time to continue developing spiritually as a Minister of the Gospel.
- **Other responsibilities as assigned**

### QUALIFICATIONS

- **Education**
  - Pursuit of an undergraduate degree
  - Strong detail-oriented project management skills. A successful candidate will be able to go through large amounts of data in great detail to improve, change or update information for long periods of time.
  - Ability to learn new technical computer programs with ease.
  - Experience with Excel and/or database systems is a plus.
  - Well organized.
- **Other**
  - Practicing Roman Catholic
  - Experience in college campus ministry (as a student) is preferred

### HOURS

- The Summer Intern has flexible hours as a 40-hour per week position.
- Given Sunday is a full work day, one day a week is taken off, usually Friday.
- Position begins May 15<sup>th</sup> and ends August 15<sup>th</sup> (flexible)

### COMPENSATION

- \$7.25 per hour
- Housing is secured. Interns pay a subsidized rent of \$500 per month (\$1,500 for the summer; all utilities/internet included).