

Duke Catholic Center
Federal College Work-Study and Duke Work-Study Program

JOB DESCRIPTION
DEVELOPMENT ADMINISTRATIVE INTERN

POSITION SUMMARY:

The Development office at the Duke Catholic Center is in charge of raising more than \$1,000,000 a year to support the operating costs of the Duke Catholic Center. The Development Intern will work directly with the Duke Catholic Center's Director of Development. The intern will assist with updating the Duke Catholic Center database and other fundraising tasks as assigned.

RESPONSIBILITIES:

- Updates constituent records on a timely basis (address changes, births, additions, deaths, notepad information, segments, ask amounts, etc.).
- Conducts routine database review and corrections to improve database accuracy.
- Updates reports as directed (financial, analytical and demographic).
- Arranges for Microsoft Excel data sorts as directed.
- Work with Networking Coordinators to plan a successful Thank-a-thon.
- Assists with donor stewardship mailings.
- Others duties as assigned.

QUALIFICATIONS:

- Self-starter who is comfortable with both taking initiative and working in collaboration.
- 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.

BENEFITS:

- This is the perfect opportunity for those that would like to explore working in any non-profit organization after graduation. You will have the opportunity to put real work experience working in a robust development office on your resume.
- Gain first-hand experience on donor-center fundraising and maintaining a 19,000 constituent database.
- Learn the inner workings of how a non-profit organization operates behind the scenes.
- Contribute meaningfully to an organization that has become a leading innovator in Catholic campus ministry.
- Flexible scheduling.

PAYMENT:

- \$15.00 per hour
- Every two weeks

TIME AND TERM OF EMPLOYMENT:

- August 23 to April 30, 2023.
- Minimum of 10, Maximum of 15 hours per week, every week; flexible scheduling of work hours during Duke Catholic Center business hours 9am-5pm. Occasional hours to be worked after business hours during special events.
- Office location will be primarily at the Falcone-Arena House on East Campus; secondarily at the Duke Catholic Center's offices on the third floor of Page. Duties require student to travel around East Campus and West Campus. Student is responsible for all travel to and from.