

	<i>Position:</i> Development Coordinator
	<i>Location:</i> New York, NY
	<i>Reports To:</i> National Development Director
	<i>Date Updated:</i> January 2014
JOB DESCRIPTION	

Summary

Outward Bound USA seeks a development intern to assist with the fundraising efforts of the National Development Department and to support the team to raise funds for programs, scholarships, general operating expenses and specials events throughout the year.

Organizational Background:

Outward Bound, founded in 1941 by legendary educator Kurt Hahn, is a non-profit educational organization that serves individuals of all ages and backgrounds —from inner city youth; to military veterans returning from conflict zones; to students searching for an epic experience they will remember the rest of their lives. Outward Bound’s active learning expeditions inspire character development, leadership and an ethic of service, both in and out of the classroom. Our curriculum continues to establish the standard for outdoor education: adventure, challenge, and social and environmental responsibility. Using the outdoors as a classroom, Outward Bound inspires learning in remote wilderness areas, regional parks and preserves and in historically and culturally significant places near urban centers; and is committed to systematically identifying, assessing and mitigating hazards, while at the same time providing real challenges to our students. Outward Bound’s mission is to change lives through challenge and discovery.

Our national efforts and fundraising support various programs across the country and ensure our wide-ranging participants reflect the diversity of our society

Essential Duties and Responsibilities

- Work closely with the Development Department to research and secure funding for Outward Bound USA programs, scholarships and general operating expenses.
- Assist with the planning and execution of special events including tracking ticket, table and silent auction sales, ordering materials and supplies, communicating with vendors and volunteers and coordinating day-of activities
- Assist in the maintenance of Blackbaud Raiser’s Edge database, including inputting relevant donor data and giving history, running reports, tracking events and generating acknowledgement letters
- Research potential foundation, corporate and major donors

The ideal candidate will have:

- Interest in learning more and pursuing a career in non-profit development, fundraising and special events
- Strong organizational skills and attention to detail
- Excellent verbal and written communication skills
- Independent learner and team player
- Willingness to learn fundraising software and databases is helpful
- Interest in outdoor and experiential learning is a plus

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- Sense of humor

Internships usually run on a 4 month rotation with flexibility for a longer term if desired. College credit may be available.

To apply: Please email cover letter and résumé to jreidy@outwardbound.org. No phone calls please.