



**OUTWARD
BOUND**

Position: Intern

Location: Brooklyn, NY

Reports To: National Development
Director

Date Updated: October 2015

Summary

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

Essential Duties and Responsibilities

- Work closely with the Development Department to research and secure funding for Outward Bound 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 the 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
- Assist with organizing historical files, etc

The ideal candidate will have:

- Interest in learning and pursuing a career in non-profit development, fundraising and/or 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
- Interest in outdoor and experiential learning is a plus
- 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 giving@outwardbound.org. No phone calls please.