



Updated March 14, 2020

Stewardship Department Internship

Organization:

Design Outreach (DO) is a Christian humanitarian engineering nonprofit 501(c)3 organization that prioritizes the needs and aspirations of the world's poor.

Position:

DO is offering to provide a college student with first-hand experience working for a fast-paced, high-impact international nonprofit. Reporting to the Chief Stewardship Officer (CSO), The Stewardship Department Intern (SDI) provides administrative support and maintains an organized, effective and professional operating environment for the Stewardship Department. This is part-time position will require 10-15 hours a week.

Specific responsibilities:

Responsibilities include, but are not limited to, the following:

- Manages the day-to-day administrative affairs of the Stewardship Department, including, but not limited to composing correspondence, scheduling meetings, providing travel arrangements, sorting & distributing mail, ordering supplies, maintaining files, and managing event reservations.
- Accesses, tracks and manages select donor information through constituency fundraising database.
- In coordination with the CEO, Chief Technology Officer, and CSO, closely monitors stewardship activities, ensuring that acknowledgement, thank you notes, reports phone calls, etc. are completed in a timely fashion.
- Drafts correspondence and other written materials. Responds to inquiries and handles constituent concerns by phone, memo, and e-mail.
- Oversees and manages the paper and electronic filing systems, ensuring that important constituent and other information is being stored appropriately and timely.
- Plans and coordinates major fundraising events.
- Day-to-day responsibilities may vary but projects will also include research, social media coordination and organization support when needed.

What we need from you:

- To apply, you must be a full-time undergraduate student. While preference is given to public relations, communications, marketing, advertising and journalism majors, all applicants will be considered.
- Understand and support the mission of a Christ-centered organization dedicated to sharing the Gospel by word and deed.



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- Passion and agreement with Design Outreach's vision and motivation, as outlined in the case for support and employee handbook.
- Outstanding communication (writing, oral and presentation) and interpersonal skills.
- Intermediate to advanced Microsoft Office Suite and Google Suite skills.
- Strong knowledge of and experience working with MS PowerPoint, Excel and other presentation and analytical platforms.
- The ability to work effectively with Design Outreach donors, volunteers and allied organizations.
- Friendly and energetic, possessing strong interpersonal skills.
- Self-motivated with a high capacity for being detail oriented.
- Willingness to take the lead on new initiatives and learn new skills.
- Ability to work in a team-based, collaborative environment.