



JOB TITLE: Fund Development Intern
LOCATION: Irvine, CA
WAGE/SALARY: This is a paid position
DAYS/HRS: 20-25 hours per week (preferably 2-3 full days a week)
DURATION: A minimum commitment of 12 months is preferred

ORGANIZATION:

The TGR Foundation is a team of dedicated individuals who are passionate about empowering students to thrive. We are deeply committed to every student who comes through our programs, and believe that the power of education, coupled with the right resources, will ensure lifelong success. The Foundation benefits from two core sources of revenue: signature events held throughout the course of the year and our Fund Development program which raises funding from individuals, corporations and foundations. All revenue supports our TGR Learning Labs, the Earl Woods Scholar Program, TGR EDU: Explore and TGR EDU: Create.

QUALIFICATIONS:

The Fund Development intern would be a member of the TGR Foundation's Fund Development Department, assisting with the team's efforts to raise funding from individuals, corporations and foundations. Learning from and working alongside two seasoned nonprofit fundraising professionals, the position is open to fourth year undergraduates and graduate students. Experience working or volunteering for a non-profit, in marketing/communications programs, data records management and/or business is preferred. Candidates must be comfortable working in an office environment; have excellent oral and written communication skills; must work efficiently under pressure, and balance multiple responsibilities while being organized. Must be highly detail oriented and motivated, and a team player. *Desired skills include:*

- Required knowledge of Word, Excel, PowerPoint, and Outlook
- Required knowledge of working with databases and/or record management systems (CRMs)
- Familiar with using office equipment such as scanner, copier, and phones
- Knowledge of Adobe Acrobat ProXI and Adobe Photoshop a plus
- Possess a good attitude and eagerness to learn
- Ability to keep track of multiple on-going projects

JOB DUTIES & RESPONSIBILITIES:

- Assist in gift entry and donor records management; run reports and conduct mail merges; prepare and send donor correspondence, including donor acknowledgements
- Conduct prospect research for new grant funding opportunities and prepare prospect research profiles
- Assist in the development and execution of annual appeals and/or direct mail campaigns – list creation, mail distribution, and donation tracking
- Provide general administrative support – preparing reports, shipping materials, answering phones, etc.
- Assist in preparing donation and/or grant proposal requests, reports and presentations
- Support Fund Development team's ongoing communication and cultivation activities to strategically engage donors – distributing impact stories, sharing student feedback, coordinating site visits, etc.
- Miscellaneous projects as assigned by supervisor and/or Fund Development team members

TO APPLY:



Submit cover letter and resume as a single PDF file at www.teamworkonline.com

Failure to follow these instructions may cause your application to be dismissed

*No phone calls please. The TGR Foundation is proud to be an Equal Opportunity Employer.

This job description is illustrative of duties typically performed by this job. It is not intended to be an exhaustive listing of each, and every job responsibility. Because job content may change from time to time, the Tiger Woods Foundation reserves the right to add and/or delete job responsibilities from this position at any time.