

# INTERNSHIP REQUEST FORM



**Title:** Prospect Research Intern

**Employment Status (Paid or unpaid):** unpaid

**Preferred Work Schedule:** 9-5:30 on Monday; Tue-Fri: 9:00 – 12:00 p.m..

**Time Commitment:** 20 hours a week

**Reports to (Name, Title):** Jennifer Wise, Director of Development

## **Position Description:**

The Prospect Research Intern will help spearhead the Development Department's efforts in researching funding prospects, including researching and identifying plausible prospects within the current donor database, creating profiles on these prospects and creating and implementing procedures for tracking and organizing major donor prospects.

## **Responsibilities and Tasks:**

- Planning and developing research program objectives and content.
- Developing and maintaining systems, policies and procedures to facilitate proactive prospect identification, research, assessment and tracking.
- Creating prospect profiles for major donors.
- Maintaining and updating detailed biographical profiles and master files on all \$10,000 plus donors.
- Communicating plausible prospects to development organization.
- Organizing donor research component for historical campaign to raise resources for major programmatic expansion.
- Identifying new fund opportunities through regular reading of fundraising and general interest periodicals.
- Preparing reports and lists of prospects for Development Officers.
- Other responsibilities as assigned.

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## Qualifications/Skills Needed:

- Excellent written and verbal communication skills.
- Ability to think creatively and strategically in planning, executing and evaluating programs and events, with a talent for motivating and managing volunteers.
- Knowledge of fundraising and philanthropic principles.
- Respect for high standards and the maintenance of confidential information.
- Proficient in Microsoft Office, including Excel, PowerPoint, Access and Word.
- Experience with Raiser's Edge preferred.
- Knowledge of research sources such as Google, Guidestar and Hoovers.
- Ability to manage several projects simultaneously and meet deadlines.
- Willingness to work in a team environment.
- Respect the confidentiality of all donors and donor prospect related activities.

## How to Apply:

Please apply by emailing the following to Deborah Lewis at [dlewis@habitatla.org](mailto:dlewis@habitatla.org) or by fax 310-323-0789. 1) Complete Internship Application, 2) One letter of recommendation, 3) Copy of college transcripts. No phone calls please.