



220 Herndon Street  
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[www.haysfoodbank.org](http://www.haysfoodbank.org)

## Position Description

<b>Job Title:</b>	<b>Development &amp; Special Events Intern</b>
<b>Reports To:</b>	<b>Community Relations Coordinator</b>
<b>Location:</b>	<b>Hays County Food Bank (HCFB) Office</b>
<b>Classification:</b>	<b>Volunteer, unpaid/available for academic credit</b>

### Position Summary

The Development & Special Events Intern will work directly with the Community Relations Coordinator to research and cultivate supporters, manage the organization's donor database, track and evaluate fundraising efforts, and organize events. This intern will also observe and assist with various projects surrounding fundraisers and third party fundraisers.

### Duties and Responsibilities

- Conduct prospect research on individual, foundation, and corporate donors
- Maintain donor and grant databases and files, including calendaring deadlines, logging donations, generating and sending donor acknowledgements, logging donor appreciation efforts
- Assist staff with grant application writing and tracking, soliciting donations and raffle items
- Support staff with logistics associated with special events, including assisting with creation of invitation list, all logistics, soliciting sponsors, communicating with venue and vendors, set up, break down and AV support
- Represent Hays County Food Bank at third party fundraisers
- Conduct community presentations regarding HCFB
- Wear HCFB costumes at special events
- Assist with answering phones and transferring calls to appropriate staff
- If designated, primary point of contact for third party fundraiser, maintaining relationship with donor throughout the fundraising process
- Other duties as assigned

### Qualifications

- Be responsible, flexible, hard-working, ethical, and committed to the mission of HCFB
- Ability to work cooperatively with a diverse range of people
- Self-starter
- Excellent critical thinking/problem solving skills
- Excellent verbal and written communication skills
- Community service minded
- Computer proficient (including Microsoft Office, social media platforms, and Google apps)
- Excellent organizational skills
- Willingness to speak with donors, including corporate partners
- Possess an interest in a nonprofit career - particularly development and fundraising

### Administration

- Complete online Volunteer Application process.
- Complete Confidential Information & Intellectual Property Agreement.
- Communicate with supervisor regarding attendance, in a timely manner, through email.
- All interns regardless of department should learn about operations and volunteer for a warehouse and a food distribution shift. This will give them a more well rounded view of the food bank's daily operations.
- Interns should be prepared to speak on behalf of the food bank.
- Briefly meet with all Hays County Food Bank Employees to understand their role in the organization.
- If internship is for academic credit it is the responsibility of the intern to ensure that they meet all the requirements, such as hours, for their educational institution.

*This position description does not list all the duties of the position. You may be asked to perform other duties. You will be evaluated in part based upon your performance of the tasks listed in this position description. Hays County Food Bank has the right to revise this position description at any time. The position description is not a contract for employment.*

<b>Intern Signature</b>	<b>Date:</b>
	__/__/----
<b>Supervisor Signature</b>	<b>Date:</b>
	__/__/----

**INTERNAL USE ONLY**

<b>Approved by:</b>	Eleanor Owen
<b>Date approved:</b>	July 2021
<b>Reviewed:</b>	