



St. Mary's Catholic Campus Ministry
at Stephen F. Austin State University



Position Description

Title: Development Intern

Primary Purpose

The primary purpose of the development intern is to assist the business manager in all aspects of St. Mary's fundraising program and to ensure efficient day to day business and logistical operations of the ministry.

Primary Responsibilities

Development

1. Create and send out quarterly newsletters for donors and alum.
2. Establish best practices in use of fundraising tools, including 1. Direct Mail. 2. Internet Solicitations, 3. Automated Giving Program 4. In person solicitations to individuals and parishes
3. Develop and produce literature such as articles for Newsletters & emails
4. Assist to identify and work with board members and other volunteers to develop, cultivate, solicit and steward major donors in their areas.
5. Analyze database data to develop sound and effective plans for fundraising efforts
6. Print and/or write pledge redemption and thank you letters according to ministry policy.
7. Assist the Business Manager and Chaplain in the coordination of Development-related events including, but not limited to: contacting venues, sending and receiving RSVPs, receiving and handling donations according to ministry policy, etc..
8. Be present at the front desk 10hrs/week according to schedule.
9. Organize phone a thons and hold interns accountable for the calls they need to make.
10. Help plan and organize alumni events.
11. Follow the Development plan.

General

1. Attend monthly leadership team meetings.
2. Attend Directors meetings
3. Attend Upper Room events

Primary Relationships

The Administrative Intern reports to the Chaplain and Business Manager. The Administrative Intern is also accountable to relate with all other staff, community members, volunteers, and visitors in a positive, helpful, and professional manner.