



Fundraising Stewardship Intern **Position Description**

Purpose: Assist with thanking our donors through acknowledgement letters, thank you phone calls, and other stewardship materials.

Key Responsibilities:

- Support stewardship efforts by conducting donor thank you calls for unmanaged donors.
- Assist with writing personalized thank you letters and cards for unmanaged donors, or managed donors under direction of Relationship Manager.
- Assist with creating gift baskets and thank you gifts.
- Help track benefits for donors by creating a benefits matrix/tracker.
- Create certificates of appreciation and plaques for donors, third-party fundraising events, or in-kind donors.
- Print and Send postcards to steward

Qualifications:

- Good handwriting
- Comfortable with repetition
- Attention to detail
- Friendly phone manner

Time Commitment: 5 hours a week. More time may be required during times of disaster.

Training:

- Orientation to the American Red Cross
- On the job instruction and training, including scripts for letters and phone calls

Length of Appointment:

- 3 months, renewable

Development Opportunities:

- Strengthen your relationship building skills
- Gain professional fundraising experience with a well-recognized and respected international organization
- Play a significant role in helping the American Red Cross carry out its mission of helping individuals and families prevent, prepare for and respond to emergencies