



Advancement Intern

Reports to: Advancement Associate

Summary: Ryther's Advancement department is looking for a motivated individual to help with a variety of tasks to help support Ryther's fundraising efforts in 4th quarter. This position would be a great opportunity to learn more about nonprofits and fundraising.

Essential Duties and Responsibilities

- Assist with tasks related to Ryther's Holiday Gift program, which can include:
 - Data entry
 - Loading/unloading of gifts
 - Gift sorting
- Assist with tasks related to annual Luncheon, which can include:
 - Data entry
 - General administrative support
 - Event support on the day-of
- Gift entry into DonorPerfect Online
- Preparation of mailings
- Other duties as assigned by Advancement staff members

Requirements

- Must be reliable and punctual
- Be self-directed, willing to take initiative, and detail-oriented
- Ability to lift and carry up items weighing up to 25 pounds
- Must pass criminal history background check
- TB test
- 1-hour CPS Mandatory Reporter training

Time Commitment

- Minimum of 15-20 hours weekly during regular business hours, Monday-Friday 9am-5pm. Ideal start time for internship is the week of September 11th and availability until mid-January is strongly preferred.

To apply, download and complete the Application in [PDF](#) or [Word](#) and email your resume with cover letter to volunteer@ryther.org. Candidates must be at least 21 years of age and complete a criminal history background check.