



Development Intern Job Description

The Boy Scouts of America, Laurel Highlands Council (BSALHC) is a 501(c)(3) nonprofit organization located in Pittsburgh, PA; with offices in Johnstown, PA and Cumberland, MD. LHCBSA is funded primarily through a number of key supporters but is working to diversify its funding by increasing private foundations, individual donors, and corporate support. To achieve this BSALHC is seeking a Development Intern. The Intern will work directly with the Chief Development Officer and the development team to research and cultivate supporters, manage the organization's donor databases, track and evaluate fundraising efforts, and organize events.

The intern will be given a minimum of one projects that will be his/her responsibility to assist with the success of the Development Team. Duties will include assisting in the support of the Development process. The objective of this internship is to foster the development of the intern by working with all levels of the office to complete programs and learn both professionally and personally about the Boy Scouts of America and the non-profit sector.

This is an excellent opportunity for a highly organized and motivated individual to develop skills in nonprofit development work.

Responsibilities Include:

- Conducting prospect research on individual, foundation, and corporate donors.
- Assisting with donor and grant databases and files, including calendaring deadlines, logging donations, generating and sending donor acknowledgments, logging donor appreciation efforts
- Supporting creation and dissemination of BSALHC's annual report
- Tracking and evaluating all development efforts
- Working with the Chief Development Officer and development team to implement development strategies

Qualifications:

- High School degree
- Interested in the nonprofit sector or Boy Scouts of America
- Outstanding communication skills, both oral and written, are essential
- Previous nonprofit experience and/or coursework in fundraising, nonprofit management, or marketing and communication
- Should be organized, self-motivated and a team player
- Boy Scout or Girl Scout experience is a plus
- Knowledge of Microsoft Word, Excel, and other relevant computer programs
- Schedule and number of hours per week is negotiable

Location: Greater Pittsburgh Area

Area of Focus: Nonprofit, Development, Marketing, Communication, Fundraising, Philanthropy

Please email resume to hiring manager Erik Tomalis at erik.tomalis@scouting.org