

Organization Name:	The Sustainability Center
Web Address:	Not yet created
Project 1: <i>Fundraising Assistant, The Sustainability Center</i>	
Project Description: Report to and work in partnership with The Sustainability Center Coordinator. The Fundraising Assistant will provide support for and learn about a systems approach to fundraising as The Sustainability Center grows.	
Duties and Responsibilities:	
<ul style="list-style-type: none"> • Develop and manage donor database including: data entry, gift processing and follow-up • Generate routine communication with supporters and potential donors (eblasts, newsletters, event promotion, thank you's, follow-up requests, etc) • Assist with coordination and implementation of fundraising events • Assist with tracking grant proposals and documenting activities 	
Skills or Education Required:	
Qualifications:	
<ul style="list-style-type: none"> • Experience providing office support, competent worker in deadline driven setting • Database management, MS Office • Outstanding written and verbal communication skills, competent editing skills • Self-starter, able to work independently • Exceptional organizational skills • Excellent interpersonal skills, team player, able to work collaboratively • High energy level and enthusiastic 	
Preferred:	
<ul style="list-style-type: none"> • Non-profit experience • Event coordination experience 	
Total Project Hours or Weekly Time Commitment: Minimum 10 hours / week; at least 3 months – preferably 2 semester commitment	
Intern Workspace: The organization does not have office space to host the intern. It is possible for the intern to complete this work remotely.	
Funding: This is a volunteer position.	