

Summer Internship Program in Philanthropy Position Description

Position: Summer Intern

Background: The University of Texas System's Summer Internship Program in Philanthropy is a coordinated and paid student learning experience among UT institutions managed by UT System's Center for Enhancing Philanthropy and professionally trained supervisors.

Purpose: UT System seeks to create a pipeline of new talent for UT Institutions Development/Advancement teams. This internship program is designed to provide both theory and practice in external relations for higher education. The program offers a curriculum-based learning opportunity for students interested in exploring philanthropy to be professionally prepared to enter a career in fundraising, alumni and donor relations, special events, development research, data analysis or communications. UT institutions seek students with various backgrounds that may include but are not limited to liberal arts, business, finance, sales, marketing, communications, and/or public affairs/policy.

Job Description: The intern will have the opportunity to learn the fundamental processes and practices of a balanced fundraising program. Activities may include but are not limited to:

- Tracking philanthropic pledges and contributions;
- Reviewing or writing proposals and reports;
- Designing mailings and invitations;
- Researching prospect information;
- Maintaining database or communications records;
- Providing current donors and members with information requests or stewardship materials;
- Planning or staffing special events;
- Supporting alumni relations research or engagement; and
- Coordinating or tracking external communications via newsletter, mailings, and/or social media.

The intern will work with his/her supervisor to select and present a specific project deliverable to support the department's needs at the end of the internship.

Details:

- **Duration:** May 28 – August 2, 2019 (10 weeks, excluding Independence day)
- **Schedule:** 40 hours per week, Monday-Friday
- **Paid position:** Rates vary per institution

Eligibility Requirements: To be eligible for a summer intern position, students must be currently enrolled in an undergraduate or graduate program at one of the [14 University of Texas institutions](#).

Preferred Knowledge, Skills and Abilities:

- Good computer skills, particularly experience using Microsoft Office
- Demonstrated interpersonal and customer service skills
- Excellent oral and written communication skills
- Good organization and time management skills
- Strong proofreading skills and attention to detail
- Demonstrated flexibility and ability to perform multiple tasks simultaneously and meet established deadlines