

Say Yes Buffalo Internship Opportunity

Position: Development Intern

Organization Name: Buffalo & Erie County Botanical Gardens Society, Inc.

Location: 2655 South Park Avenue Buffalo, New York 14218

Website: <https://www.buffalogardens.com>

Organization Description/Profile:

This internship opportunity is for college students who are interested in fundraising or special events. Suggested majors include but are not limited to communications, business, non-profit management, public relations, etc.

The Development Internship is designed to give college students a well-rounded experience working for one of the top cultural destinations in Western New York. This internship includes the opportunity to learn about the day-to-day operations of the Botanical Gardens and the local non-profit cultural community. Focus will be assisting with fundraising events that raise money towards the Botanical Gardens' operating budget. Events include but are not limited to Botanics & Brews, Gift Gathering Luncheon, Travel Raffle and our largest fundraiser - Gala at the Gardens.

Position Supervisor & Title: Brittany Zandi, Director of Development

Internship Title: Development Intern

Internship Duties and Responsibilities:

Assist the Development Department staff with all aspects of fundraising, membership, and event planning including but not limited to; assisting with logistics for events, organizing donations, making baskets, mailings, social media marketing, email and mail solicitation, Altru database constituent management, and attending meetings and special events at the Gardens as necessary.

Minimum Requirements:

- Say Yes Scholar in good academic standing – must be at least a rising Sophomore
- Preferred applicants are individuals who are friendly, professional, organized and are looking to gain experience with development and fundraising duties.
- Must have a working knowledge of Excel, PowerPoint and other Microsoft Office functions.
- Donor database experience a plus. (Altru, Raiser's Edge, etc.)

Duration of employment: This internship is for the Summer of 2019 – exact start and end dates will be decided upon by the employer and hired intern.

Compensation: Rate of pay is \$11.10/hour for approximately 20 hours per week for 10 weeks (**maximum of 200 hours total**).

Accommodations:

The Say Yes Internship Program is committed to providing equal access to individuals with disabilities, including physical access to programs and reasonable accommodations for interns.

To apply: Submit cover letter & resume to buffalointernships@sayyestoeducation.org.

Please note: If necessary, Say Yes staff may send you edits or suggestions regarding your cover letter and/or resume. In order to submit your materials by the deadline, please ensure that you check your email and reply promptly.

Deadline: March 8, 2019