



POSITION POSTING

Title: Charitable Giving & Development Intern	
DATE OF POSTING:	11/09/2017
CSC DIVISION/DEPT:	EXTERNAL AFFAIRS
CSC PROGRAM/OFFICE:	FUND DEVELOPMENT
LOCATION:	16 E 16 TH STREET, TULSA, OK
HOURS:	M-F, FLEXIBLE HOURS 10+ /WEEK
SALARY:	UNPAID INTERNSHIP
START DATE:	SPRING SEMESTER 2018
# OF OPENINGS:	1
SUPERVISION:	DEPENDENT UPON STUDENT DEGREE PROGRAM REQUIREMENTS
STUDENT QUALIFICATIONS:	<ul style="list-style-type: none"> • ENROLLMENT IN A BACHELORS OR MASTERS DEGREE PROGRAM • COMMUNICATIONS (OR BUSINESS OR ANY OTHER MAJOR WITH DEMONSTRATED ABILITY TO RESEARCH LOCAL BUSINESSES WITH AN EYE TOWARD CORPORATE GIVING)

Description:

Student(s) will have the opportunity for direct interaction with Fund Development activities and events in an External Affairs department within a large nonprofit setting. Responsibilities dependent upon level of education, experience, and motivation.

Learning Objectives:

- Engage in planning and initiating a comprehensive nonprofit development program
- Practice skills required for developing proposals and fundraising priorities
- Understand charitable giving concepts including: endowments, planned giving, annual giving, deferred giving, corporate sponsorships, gift processing, special events
- Identify the charitable giving policies and funding priorities of local businesses, corporations, and partnerships to help cultivate prospective donors
- Demonstrate excellent communication skills and professional work behaviors in an office setting

To Apply:

Complete the INTERNSHIP APPLICATION found online at www.csctulsa.org. Contact Jennifer Freeman at 918-699-4291 or jfreeman@csctulsa.org for additional information regarding the CSC Internship Program.