



## **Fundraising and Development Intern**

TYPE: This is an unpaid internship. Academic credit is available.

SUPERVISOR: Development Director, Jason Frazier

GENERAL SUMMARY: To assist in event planning, donor stewardship, and administrative support to help further the mission and vision of MindsEye.

OUR MISSION: MindsEye provides readings from local and national publications through radio and internet broadcasts to enable individuals in the blind and print impaired community of Metro St. Louis to stay connected and self-reliant.

Our Vision: MindsEye will provide a broad range of ever evolving programming designed with our listeners in mind, delivered by volunteers and staff who exemplify our culture of excellence. Regardless of delivery method, MindsEye will be a reliable source of news, information, and entertainment for people with vision loss and other disabilities.

### RESPONSIBILITIES:

- Prepare event solicitation forms and secure donations
- Use MS Excel to track requests, donations, and prepare letters for printing and mailing
- Create auction item displays and support event committee
- Edit and print photos of event attendees
- Write donor thank you letters and make phone calls
- Utilize donor database to collect and update information
- File donor correspondence
- Other duties as assigned

### REQUIREMENTS:

- Attention to detail, reliability, punctuality, and a strong work ethic
- Able to maintain confidentiality
- Excellent writing skills and creative ability
- Ability to organize written and spoken presentations, speak in public and on-air
- Social media and online marketing/website experience a plus

### SCHEDULE:

- 10-15 hours per week, including the occasional evening
- Flexible to accommodate a student's schedule
- Semester-long commitment required

APPLICATION MATERIALS: Send a current resume and cover letter demonstrating how you possess the qualities necessary for the position and what aspects of your experience indicate you can fulfill the

required responsibilities. Additionally, on a separate sheet of paper, please describe your internship goals and your desired semester of service.

CONTACT: Send resume, cover letter, and goals to Jason Frazier, Development Director, MindsEye, 9541 Church Circle Dr., Belleville, IL 62223; 618-394-6447; [jfrazier@mindseoyeradio.org](mailto:jfrazier@mindseoyeradio.org). Please check [www.mindseoyeradio.org](http://www.mindseoyeradio.org) or MindsEye's social media accounts for additional information.