



CASA OF THE SOUTH PLAINS, INC.

1215 Ave J, Suite 301 • Lubbock, Texas 79401 • P (806) 763-2272 • F (806) 763-2273 • www.casaofthesouthplains.org

JOB DESCRIPTION

CASA of the South Plains recruits, trains, and supports a diverse community of volunteers who advocate for the best interests of abused and neglected children in the foster care system. These volunteers serve as Advocates for children that are victims of abuse and neglect and provide these children a voice while their case is in the court system. CASA's vision is to provide: A CASA volunteer for every child; who strives to secure a safe, nurturing, permanent environment for every child.

TITLE: DEVELOPMENT INTERN

CLASSIFICATION AND STATUS: Volunteer- Unpaid Internship (10-15 hrs/wk)

REPORTS TO: Development Staff

Primary Responsibility: The Development (Fundraising) Intern will assist with fundraising efforts through database maintenance, written solicitations, research of prospective donors and foundations, donor cultivation, and special events.

ESSENTIAL FUNCTIONS:

- Assist with fundraising efforts
- Generate gift acknowledgements
- Data entry of donor information and donations
- Follow-up with donors via letter and phone
- Researching prospective donors and foundations
- Begin initial grant applications

SECONDARY FUNCTIONS:

In addition to administrative duties, the Development Intern will have front-of-house duties at some donor events (early morning and evenings) such as:

- Staffing the registration table and interacting directly with patrons
- Assistance in setting up for special events for donors before events

- Brochure and program distribution

Other duties as assigned

MINIMUM REQUIREMENTS:

- Degree from or current enrollment in a college or university with an anticipated graduation date on or after May 2019.
- Non-profit experience preferred.
- Intern must be available to work 15 hours a week. It is preferred this internship be longer than one semester.
- Clear criminal and CPS background.

MINIMUM EXPERIENCE:

- Excellent communication skills, both oral and written.
- Excellent internet research skills.
- Knowledge of Microsoft Word and Excel computer programs preferred.

KNOWLEDGE, SKILLS & ABILITIES:

- Excellent attention to detail.
- Creative and thoughtful on how new media technologies can be utilized.
- Excellent judgment and creative problem solving skills, including negotiation and conflict resolution skills.
- Able to make decisions in a changing environment and anticipate future needs.
- Self-starter with minimal guidance required.
- Strong written and oral communication skills.
- Highly organized.
- Able to work collaboratively in a team environment.

WORK ENVIRONMENT:

Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is exposed to weather conditions prevalent at the time. The noise level in the work environment is usually moderate.

If interested, please email resume/CV and cover letter to Devin McCain, Development Associate, at devinm@casaoftthesouthplains.org.