



Leadership in Higher Education

Alumni and Advancement Intern

Department: Advancement (Alumni Affairs and Development)

Title of Internship: Alumni and Advancement Intern

Alumni and Advancement Internship Description

Position Description:

This position will work with the professional staff in B-W's Alumni Affairs and Development office. The intern will assist in the formation and implementation of events and programs which help to advance the College through increased alumni participation as well as the identification, cultivation, solicitation and stewarding of donors.

Major Internship Responsibilities:

1. Analyze alumni data (geographic/demographic).
2. Research peer/aspirant college alumni programs.
3. Increase awareness of and involvement in advancement programs:
 - a. Current student body
 - b. Current faculty and staff
 - c. Recent graduates (last 5 years)
4. Assist in donor stewardship improvements.
5. Assist with the Transforming Lives Campaign:
 - a. Campaign wrap-up phase
 - b. Ribbon-cutting/opening of campaign-funded projects
6. Perform other duties as assigned.

Preferred Background or Skills:

1. Event planning
2. Exposure to fund-raising, data analysis, budget creation and management
3. Public speaking and presentation skills
4. Team building and leadership

Special Considerations:

None

Special Hours:

Some programs run in the evening and on weekends – flexibility preferred.

Unusual Tasks (that might require physical exertion, for example):

None

Required Travel:

Most events/programs are on-campus, in local area or within Ohio.