Fundraising Stewardship Intern
Position Description

Purpose: Assist with thanking our donors through acknowledgement letters, thank you phone calls, and other stewardship materials.

Key Responsibilities:
• Support stewardship efforts by conducting donor thank you calls for unmanaged donors.
• Assist with writing personalized thank you letters and cards for unmanaged donors, or managed donors under direction of Relationship Manager.
• Assist with creating gift baskets and thank you gifts.
• Help track benefits for donors by creating a benefits matrix/tracker.
• Create certificates of appreciation and plaques for donors, third-party fundraising events, or in-kind donors.
• Print and Send postcards to steward

Qualifications:
• Good handwriting
• Comfortable with repetition
• Attention to detail
• Friendly phone manner

Time Commitment: 5 hours a week. More time may be required during times of disaster.

Training:
• Orientation to the American Red Cross
• On the job instruction and training, including scripts for letters and phone calls

Length of Appointment:
• 3 months, renewable

Development Opportunities:
• Strengthen your relationship building skills
• Gain professional fundraising experience with a well-recognized and respected international organization
• Play a significant role in helping the American Red Cross carry out its mission of helping individuals and families prevent, prepare for and respond to emergencies