



Donor Relations Internship

Status: Internship (unpaid)

Course Credit Offered: 15-20 hours per week

Schedule: 15 hrs. minimum/week; specific hours to be mutually agreed upon

Reports to: Director of Philanthropy

Position Summary

The Donor Relations Intern is critical in AAHS's goal of becoming the premiere choice for donor philanthropy in Athens by discovering new connections and information that builds and strengthens relationships with donors and prospects who support AAHS's mission of ending pet abandonment, overpopulation, and neglect/abuse.

The Donor Relations Intern prepares donor reports by pulling and manipulating data from multiple databases, merging data into report templates, and proofing of data. This position assists with the digital production of reports to be delivered to the Director of Philanthropy and CEO. The individual will maintain donor records with a high level of accuracy and confidentiality. This position requires a detail-oriented individual with strong computer skills and commitment to discretion and confidentiality.

Core Competencies

- Alignment with AAHS culture and values
- Data-driven approach to fund development
- Commitment to donor-centered philanthropy
- Personality suited to donor relations activities

What You Will Gain

- The opportunity to tailor your internship experience to fulfill your academic requirements and meet your professional goals.
- Flexible hours allowing you to schedule work tasks around exams and other deadlines.
- The opportunity to interact with professionals in areas of fund development, grant administration, animal welfare, and social sector leadership.
- Knowledge that you are making a difference in AAHS's ability to amplify our mission impact and making our community a safer, more compassionate place for companion animals.

What You'll Do

- Identify prospective individual, corporate and foundation donors consistent with organizational priorities and objectives in order to support AAHS marketing and executive department through the discovery needed to properly approach potential and current donors and meet the ongoing fundraising goals of the organization.

- Provide financial analysis using insider stock holdings, property holdings, and probate documents, and search corporations using annual reports and corporate documents to provide research on potential donors.
- Perform internet research and analysis; formulate an online search strategy and execute it directly as well as successfully and succinctly organize and communicate research findings.
- Conceptualize and develop proactive prospecting methodologies to support AAHS's goals; identify prospects through constituent list segmentation, electronic database screening;

What You Bring

- A professional with strong critical thinking, analytical, writing and data-mining skills.
- Understanding of wealth indicators, including income (estimated or public), assets such as property and inside stockholder data, luxury items, valuable collections, philanthropic activity and private foundations.
- Proficiency in business terminology and have basic understanding of government documents such as IRS Form 990s, SEC filings, deeds and property tax assessments, and legal documents such as wills and charitable trusts.
- Ability to utilize comprehensive database software for prospect research. Experience with researching foundations preferred. Extensive Windows-based computer experience and database skills needed.
- Task oriented and organized; excellent analytical abilities; superior time management skills; excellent communications skills; creativity; initiative, follow-through and able to work effectively both independently and as a team member.
- Enthusiasm for the mission of AAHS and its commitment to being donor-centered in all that we do, as an expression of individual and collective organizational values.

About Athens Area Humane Society

The Athens Area Humane Society, based in Watkinsville, GA, is a donor supported no-kill 501(c)(3) nonprofit corporation dedicated to lowering area euthanasia rates through adoption, spay/neuter, education, and pet retention programs.

EEO Policy Statement

It is the policy of AAHS to afford equal employment opportunities to all qualified individuals without regard to their race, color, ancestry, religion, sex, caste, sexual orientation, national origin, age, physical or mental disability, citizen status, veteran status, gender identity or expression, bankruptcy status or any other characteristic or status that is protected by federal, state or local law.