

The Alabama Kidney Foundation

Spring 2019

Description

The Alabama Kidney Foundation has a current part-time opening for an organized, detail-oriented Intern Communication Coordinator. Excellent opportunity for someone looking to learn more about development and working in a nonprofit organization. Proficiency in Word and Excel with donor management software experience desired. Primary responsibilities will include managing the organization's sponsor database, supporting the South Alabama Regional office on an administrative level, and assisting with communications, and special events.

Responsibilities

- Processes and maintains records of all gifts and pledges.
- Prepares acknowledgements in response to gifts received.
- Manages development database, updating all constituent information.
- Assists with large mailings, including updating contact information.
- Generates reports of gifts and pledges for use by the Development Office.
- Updating grant opportunities in South Alabama.
- Presenting project ideas and investigation of procedural completion of project
- Assists with special events as needed.
- Assists with regularly posting on social media.
- Assists in response/thank you to sponsors
- Assists with collecting information for the quarterly Kidney Keynotes newsletter
- Writing as it pertains to Foundation/Walk related communications

Requirements

- Strong organizational, interpersonal and communication skills.
- Keen attention to detail.
- High degree of professionalism while maintaining complete confidentiality.
- Ability to work both independently and as part of a team, handling multiple assignments in a busy department.
- Experience with Word required; knowledge and experience with donor management software preferred.
- Excellent and accurate typing and word processing skills.
- Collegiate Student in Applicable Field
- Current AL Driver's License

If interested, please contact Megan Sparks at msparks@southalabama.edu