

POSITION DESCRIPTION

Organization: Boulder JCC

Job Title: Unpaid Development and Special Events Intern

Department: Development

Time Frame: September 2019 - March 2020

ABOUT THE BOULDER JCC

The Boulder Jewish Community Center's [Boulder JCC] mission is to provide programs and services based in Jewish values and traditions in a place where people of all ages and backgrounds gather to connect, exchange ideas, learn and grow together. As a 501c3, the Boulder JCC is recognized both nationally and internationally for its engagement with next-generation Jewish life and connecting families through meaningful experiences and philanthropy. As the community convener and one of the central addresses of Jewish life in Boulder County and beyond, the Boulder JCC is home to one of the best Boulder preschools and day camps as well as baby, toddler, youth, family, teen, young adult, adult, arts and culture, and community programs.

Development and Special Events Internship Description

The Boulder JCC seeks a motivated, enthusiastic, and organized individual to join our development team from September 2019 to March 2020 while we plan our annual fundraising gala, Reflections 2020.

This is a great opportunity for anyone interested in development, fundraising, special events, or donor management. The intern will gain experience in gift acknowledgments, event coordination, database management, and more.

This position is supervised by the Development and Special Events Manager. Your supervisor will work closely with you to set your own personal goals for your internship experience and help you develop marketable skills for your future. This is an unpaid position with the opportunity to receive academic credit from your educational institution.

Benefits:

- Enjoy programming at the Boulder JCC at low or no cost.
- Many opportunities for networking and socializing with community members
- Leadership development and face time with the Senior Leadership Team

KEY RESPONSIBILITIES:

- *Database Management*
 - Update databases according to development needs.
 - Assist with the management of changes to event website and other databases.
- *Events*
 - Assist in planning, organizing, and executing the silent auction during the Boulder JCC's major fundraising event, Reflections.
 - Organize, solicit, and track silent auction items.
 - Support development efforts at special events and assist with onsite support on event day (February 22, 2020) as needed, including registration.

Qualification/Skills

- Detail-oriented self-starter who works well with others.
- Excellent communication, writing, and interpersonal skills.
- Proficient in Microsoft Office and Google products.
- Ability to interact with staff, donors, and the community in a professional manner.
- Previous experience or interest in development and/or event planning preferred.
- Proven experience to appropriately work with and around confidential information is necessary.
- Valid driver's license and your own transportation.
- Ability to work 10+ hours per week, more as it gets closer to Reflections on February 22, 2020.

We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.

Qualified applicants: Please send a letter of interest and a current resume by email to jobs@boulderjcc.org. Thank you.