

Title: Development Intern
Reports to: Development Manager

Girls on the Run of NOVA (GOTR NOVA) empowers girls to be healthy, joyful, and confident using a unique, experience-based curriculum which creatively integrates running.



Purpose of Position:

To support GOTR NOVA's Development team, while gaining experience in event planning, communications, and relationship development.

Areas of Responsibility:

- Event and Program Sponsorship
 - Partner with Communications' Associate in preparing marketing and outreach materials.
 - Research and identify potential corporate sponsors and share findings with the Development Manager for further engagement.
 - Monitor sponsorship entitlements to ensure accurate provision of benefits.
- Donor Stewardship
 - Perform data management, including data entry and reporting, using GOTR NOVA's preferred Customer Relationship Management system.
 - Assist with donor acknowledgements and other mailing campaigns.
 - Research and compile data about GOTR NOVA donors' giving history and other affiliations.
- Peer to Peer Fundraising
 - Research and identify potential third party fundraising opportunities.
 - Create fundraising materials, sample emails, and social media posts.
- Social Media
 - Research social media trends and share with Communications' Associate to enhance GOTR NOVA's social media presence and fundraising strategy.
- Outreach to Alumnae
 - Interview and prepare Alumna Stories for distribution.
 - Create content for alumnae newsletter and social media.

Preferred Qualifications:

- Commitment to maintaining confidential nature of fundraising and donor information;
- Strong organizational skills and attention to detail;
- Ability to handle multiple tasks and balance competing priorities;
- Comfortable working independently, resourcefulness, and a high level of professionalism;

- Comfortable with technology, particularly Adobe, Pages, MS Word, Excel, Google Docs
- Commitment to empowering young women and strong belief in the GOTR NOVA program

To Apply:

Send resume and cover letter to Catherine Reeves, Development Manager,
creeves@gotrnova.org

Girls on the Run of NOVA
Development Intern Description – Updated June 2022