

The Iowa City Senior Center seeks intern applicants who are reliable, self-motivated, and enthusiastic about working with people of all ages to serve development assistant role. Effective communication and organization, attention to detail, reliable attendance and the ability to work independently are critical to this position. Friends of The Center is a registered 501c3 organization that raises funds to support the Iowa City Senior Center.

We are a community center focused on adults ages 50+, providing programs and services to support wellness, social connections, community engagement, and lifelong learning. Our vision is to end social isolation for older adults. We are partially funded by the City of Iowa City and rely on fundraising efforts to fill the gap between government funding and what is needed to continue providing one of the best senior centers in the country.

Intern hours will be performed on site at the Senior Center located downtown Iowa City at 28 S. Linn Street. Hours are flexible between 8am-5pm M-F to be coordinated with supervisor. This is an unpaid internship.

DEVELOPMENT ASSISTANT DUTIES:

- Assist with processing, recording and acknowledging donations to Friends of The Center by utilizing a donor database and coordinating the mailing of receipts.
- Assist with donor stewardship such as thank you calls and hand-written notes.
- Compile donor profiles to be featured in newsletters and on social media.
- Prepare mailing lists and help remove duplicates when databases are merged.
- Assist with execution of grant-funded projects (ex: targeted direct mail campaign).
- Seek out grant opportunities that align with our mission and vision. Work with Development Specialist to draft and submit grant applications and reports.
- Attend monthly Friends of The Center Board of Directors meetings (4th Thurs @ 1pm)
- Coordinate efforts assigned to Friends of The Center Board members such as donors visits, calls and events.
- Record contact notes for donor interactions in the donor database.
- Help with special events, programs, and projects which may include donor or volunteer appreciation event, fundraising event, or planned giving seminar.
- Other duties as assigned, may include social media management, drafting press releases, community outreach efforts, etc.

QUALIFICATIONS

- Strong interpersonal skills.
- Excellent organizational skills and attention to detail.
- Excellent written and verbal communication skills.
- Interest in fundraising, stewardship, marketing, public relations and community service.
- Ability to accomplish work assignments accurately with minimal supervision.
- A good degree of creativity.
- Proficient knowledge of technology including word processing, spreadsheets, graphic design, etc.
- Willingness and ability to work with volunteers.

To apply email cover letter and resume to jessi-simon@iowa-city.org.