INDIVIDUAL GIVING INTERN

Japan Society’s Development office seeks applicants for Winter/Spring 2020 interns to assist with daily operations related to Membership and Individual Giving at Japan Society. Working with the Individual Giving team, this is an excellent opportunity to gain firsthand experience in fundraising and non-profit management at an internationally-recognized nonprofit cultural organization with a distinguished 111-year history.

Responsibilities:
• Conducting research and identifying new prospect members and merchant partners; helping produce donor reports
• Assisting with membership renewals each month, including the printing, mailing, copying and filing of all high-level gift renewals
• Printing and mailing individual gift acknowledgment letters
• Fulfilling membership benefits such as catalogue distribution, ticket offers and special member events
• Providing staff support at various Society events
• Processing and mailing matching gift applications
• Assisting with donor-recognition and cultivation events
• Representing the Individual Giving team by managing customer service inquiries via phone and e-mail
• Assisting with eCommunications to members
• Completing other general administrative tasks as needed

Requirements:
Applicants should be extremely organized, detail-oriented, able to multi-task, and must be a dependable team player who can excel in a busy office environment. Knowledge of Raiser’s Edge a plus.

Internship Dates and Time Commitment:
Dates: Between mid-January and mid-May, 2020 (can be flexible starting earlier or ending later if desired)
Time commitment: This internship will run for 10 weeks, 20 hours per week, with the option for full-time or extending the time period after review.

Learning Opportunities:
• Learn the ins and outs of a membership program
• Database skill development
• General office skill development
• Develop internal and external communication skills
• Practical research skill development
• Project management skill development
• Depending on internship length, direct project and/or campaign support
To apply: Email resume and cover letter to membership@japansociety.org. Please indicate name of internship in email subject line.