



Job Description

Title: Development Intern

Classification: Internship

Compensation: Course Credit

Reporting to: Director of Development

Job Summary: *Akola seeks an exceptionally motivated and highly organized candidate to provide critical support to the Development team. The Development Intern reports to Akola's Director of Development and works closely alongside Akola's Development team on donor related activities, database management and other related initiatives. The ideal candidate is a self starter and works well in a fast paced environment for timely and effective completion of responsibilities to support the Akola Development team.*

Essential Functions:

- Support the Development team by managing and maintaining Akola's donor management database
- Ensure all external meetings, communications and activities are logged in real time
- Assist the Development team with logging, tracking and acknowledging all donations
- Assist the Director of Development with grant applications and information gathering
- Organize and sort contacts and organizations in Salesforce
- Consolidate relevant donor information and prepare reports for Akola's Director of Development upon request
- Assist with inputting historical information into Salesforce

** Please note, proficiency with Salesforce is highly preferred to excel in this position.*

Qualifications:

The ideal candidate will thrive in a start up company culture and balance highly detailed projects with creative problem solving.

Qualifications include, but are not limited to:

- Must currently be pursuing a 4-year bachelor's degree
- Proficiency with Salesforce and Microsoft Excel is a must
- Highly organized with the ability to handle simultaneous projects and multi-task
- Self-starter who takes initiative by anticipating needs in a support capacity
- Must have access to transportation and be willing to work in the offices of Akola locally
- Demonstrated passion for the mission and work of Akola

Please send cover letters and resumes to Anna Ziebell at anna@akolaproject.org.