Title: Campaign Intern—fundraising and digital assistance

Reports to: Fundraiser/Business Client Manager

Job summary

Strategies 360 helps create the environment for business and public policy success in the West and across the U.S. With offices across ten western states and the District of Columbia, S360 has achieved more success on important projects in the U.S. West than any other firm.

This is a unique opportunity to learn about the world of campaigns from an experienced team providing essential services to candidates and organizations, rather than becoming a cog in a huge campaign wheel. Our firm has a strong fundraising foundation and is on the cutting edge of digital advertising for campaigns, candidates and issue advocacy.

Expected Responsibilities

A. Donor research projects
   • Assist in research and building of new lists of prospective donors for S360 clients
   • Update prospective donor contact information prior to candidate/principal call time

B. Daily office operations duties
   • Answer incoming general line calls
   • Assist in compiling reports, presentations, and other materials for S360 staff/clients

C. Assist with fundraising correspondence
   • Assist with mailing pledge follow-up letters and thank you notes
   • Assist with in-house fundraising event invitations or solicitation letters

D. Data management
   • Assist in tracking and marking records in various donor databases
   • Update records with current information

E. Other duties as assigned
   • Assist S360 communications staff with various digital and research projects
   • From time to time make invitation chase calls

Minimum requirements

Must have ability to work at least 12 hours/week.

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

Interested applicants should email Nathan Janulewicz at nathanj@strategies360.com.