



2971 E. 61st. St.
Cleveland, OH 44127
216-369-7102
www.thehavenhome.org

Position: Development Intern (REMOTE)

Hours per week: 15 – 20 (depending upon student availability)

Pay: \$10.00/hr

Time Period: Jan '21 – end of semester

Key Responsibilities

Supports the Executive Director and Volunteer Coordinator

Donor Data Entry and Database Maintenance (40%)

- Enters all donor data from checks, correspondence, and online transactions into database.
- Updates donor contact information to ensure that records are up-to-date.
- Explores capabilities of donor management system and shares this knowledge with staff.
- Enters volunteer hours and engagements in database.

Donor Relations/Communications (40%)

- Creates acknowledgments, receipts, invoices and notifications for donors on a timely basis
- Maintains donor confidentiality and ensures compliance with related policies.
- Seeks new processes to increase the efficacy of the donor collection and stewardship process.
- Provides support in the creation and distribution of donor communications and appeals. Seeks new processes to increase the efficacy of the donor collection and stewardship process.

Volunteer Engagement (20%)

- Working with staff, helps determine volunteer projects and maintain/update organization information and volunteer project list.
- Ensures project volunteers are appropriately vetted as needed.

Core Competencies

- Detail oriented
- Ability to multi-task effectively
- Experience with Microsoft Office products
- Experience with data entry
- Self-motivated and good interpersonal skills

About The Haven Home:

The Haven Home is an emergency overflow shelter for homeless women with children who are unable to obtain a bed in other family shelters due to capacity restraints. Our mission is to provide compassionate service to under-resourced women with children in a way that empowers sustainable independence.

To apply, email resume to cindy@thehavenhome.org