



The Mission of the College of Charleston Foundation is to promote programs of education, research, student development, and faculty development for the exclusive benefit of the College of Charleston.

Taken from the Certificate of Incorporation signed in 1970:

"The Purpose of the College of Charleston Foundation is to establish an education foundation for the benefit and support of the College of Charleston, to receive, acquire, raise, invest and reinvest money and property and to use the net proceeds there from for the exclusive benefit of the said College, no part of the corporation's net proceeds to inure to the benefit of its members or a private individual. In the event of the voluntary or involuntary dissolution of the corporation, the Board of Directors shall, after paying or making provision for payment of all of the liabilities of the corporation, dispose of all of the assets of the corporation exclusively for the purposes of the corporation to the State of South Carolina, or a political subdivision or agency thereof, or in such manner, or to such organization or organizations organized and operated exclusively for educational purposes as shall at the time qualify as an exempt organization or organizations under section 501 (C) (3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Code), as the Board of Directors shall determine."

Internship Description:

Position: **Development, Stewardship and Donor Relations Intern**

Term of position: One semester, 10-15 hours per week

Benefits: This internship will provide excellent preparation for entry level positions in any Fundraising, Stewardship/Donor Relations position. The intern will have the opportunity to have hands on experience with donor communications and relations, website, social media, donor functions, event planning, and video editing.

Job tasks and responsibilities may include any and/or all of the following:

- Assist members of the Stewardship Donor Relations Team as needed
- Create Videos, edit for distribution and maintain library of videos for campaign use
- Compile donor biographies
- Create innovative and engaging social media campaigns and posts for Facebook
- Assist in the Thank You Note Process
- Assist in donor events

Qualifications:

- Ability to work effectively with Microsoft Excel, Word, Outlook, and Publisher
- Basic knowledge of Raisers Edge and Adobe Photoshop is a plus
- Demonstrated strong written, verbal and interpersonal communication skills
- Have an interest in learning about Stewardship and Donor Relations
- Ability to maintain confidentiality with regard to donor and recipient information
- Be detail oriented, flexible and able to accept direction and constructive criticism

- Be dependable and have a professional demeanor
- Must be able to lift 35 pounds and climb two flights of stairs
- Video editing skills a plus

Application Process: All interested applicants should send a résumé with phone number and cover letter to Emily Padgett, Scholarship Program Coordinator, at espadget@cofc.edu. The cover letter should include a paragraph detailing why you and the Stewardship Donor Relations department would benefit from your internship. Please no phone calls.