



Salesforce CRM & Development Intern

Fall Semester 2019

Global Village Project is an accredited, non-profit middle school serving refugee young women ages 11-18 who have experienced interrupted or limited education. The **Salesforce CRM & Development Intern** will support the Development team in increasing revenue from our fall fundraising campaigns and events. In the Fall, the internship will focus on: data management in the Salesforce CRM database and event planning for our annual fall fundraising events. Our commitment is to deepen the intern's first-hand experience with Salesforce Lightning, to train the intern on several aspects of fundraising through data management and event planning, and to provide the opportunity for this intern to take a leadership role in planning one of our annual special events.

Intern responsibilities may include:

- Following a training program designed to orient you to Salesforce generally (if needed), the Nonprofit Success Pack, and the specifics of GVP's Salesforce instance
- Under the supervision of the Dev Ops & Data Associate, developing plans and protocols for transferring external databases into Salesforce NPSP (Lightning Experience)
- Capturing information on major donors, organizational partners, and other stakeholders in Salesforce
- Assisting with direct mailing of appeals and acknowledgements to the GVP community
- Collaborating with Development Team and other interns to plan the GVP Welcome Walk by soliciting in-kind sponsorships, assembling materials, and supporting on event day
- Serve as a front office receptionist and greeter for all visitors, volunteers and staff when necessary
- Other duties as assigned

Specific schedule requirements: Requires 8-10 hours per week within the hours of 9:00 a.m. to 5:00 p.m., Monday through Friday. Occasionally this intern may be asked to attend events outside of traditional business hours.

Required qualifications:

- Prior experience with data entry in a CRM database, Excel application, or other data management system
- Meticulous and a close attention to detail, with the ability to self-monitor for mistakes, troubleshoot, and closely follow a process
- Ability to bring a critical and analytical perspective to data and protocols and make recommendations for improvement
- Self-starter who will take ownership of a project and initiate tasks
- Works well with others in a collaborative and inclusive environment; friendly, team-player attitude

- Proficiency with computers, particularly Google Drive and Microsoft Office Suite

Preferred qualifications:

- Prior experience with Salesforce preferable, but not required
- Previous experience working with refugees or in any multicultural environment

Interested persons should send resume and contact Kate Mull, Development Operations & Data Associate, Global Village Project, kmull@globalvillageproject.org.

**This is an unpaid internship. Intern positions are open until filled. College credit can be arranged.