



Anchorage Economic Development Corporation (Anchorage, AK)

Development Intern Position Description: Summer 2021

Job Title: Development Intern

Reports to: Development Director – Tara Nokelby

Purpose of Position: Assist AEDC staff with fundraising efforts and event planning. Fundraising includes research and outreach of new potential members and coordination with current members. Event planning to include monthly webinars and AEDC's annual 3-Year Outlook Luncheon on August 4, 2021.

Duties to include:

- Research potential new members
- Assist with membership July billing and accounts receivable
- Luncheon ticketing platform coordination
- Provide daily updates on ticketing numbers to Development Director, Communications Director and President/CEO
- Attendee coordination and communication
- Bag/basket stuffing pre-event
- Bag/basket delivery pre-event (must have valid driver's license)
- Volunteer management for basket delivery (virtual event) or luncheon set-up (in-person event)
- Assist with luncheon program design and content for print and luncheon website
- Identify, research, solicit silent auction items (for in-person event only)
- Assist with sponsorship coordination
- Assist with monthly webinars, as needed

Educational Requirements

Applicant must be in pursuit of an Associate's or Bachelor's degree. Majors in public relations, communications, non-profit management or related field.

Job Requirements

Applicant must possess excellent organizational skills, multi-tasking, and written and oral communication. This position would be best suited for an undergraduate student. Internship runs May 24 – August 13 (dates flexible). Must be available August 4, 2021 9am – 1:30pm.

*Please note this is an unpaid internship.

To apply, please send your resume and cover letter to Development Director, Tara Nokelby at tnokelby@aedcweb.com.