



JOB DESCRIPTION: SUMMER INTERN for Seafarers' House: Development Intern

Seafarers' House is seeking an individual with interest in serving as an intern and assisting with a wide range of fund development efforts. In return, SFH will provide an opportunity for the intern to gain experience in and familiarity with fundraising, philanthropy, and the day-to-day operations of a nonprofit organization. This is a contract position funded by a grant from NAMMA (North American Maritime Ministry Association).

For more than 27 years, Seafarers' House, located in Port Everglades, has been a trusted resource for mariners. Our mission is to offer refuge, resources, renewal and respect to the maritime community through multi-faith service. Open throughout the year, Seafarers' House is a safe, friendly place where mariners can connect with their families, relax, or get emergency assistance if needed. We play the role as a goodwill ambassador for Port Everglades and Broward County to the international maritime community, and serve as a place of welcome, providing the spiritual and practical services that mariners and the port community need and want. With nearly 150,000 crew visits to our center annually, we have touched the lives of countless mariners.

The development intern will report directly to the Director of Development, but will work closely with other Seafarers' House team members. This is a paid position available for the months of June, July and August, 2017. The position will require travel to New Orleans in early August (expenses covered by organization) for a conference in the company of senior staff from the organization. Through this internship, the individual will gain invaluable knowledge and experience related to individual, corporate, and foundation philanthropy. Interns also gain experience with software including Abila (donor database).

Contract Requirements:

The development intern plays a fundamental role within the development team in the day-to-day activities of fundraising. Specific activities include but are not limited to:

- Event coordination to include sponsorship solicitation and support; auction solicitation and coordination; volunteer recruitment, training and management, event day logistics, and more.
- Assist with volunteer recruitment, training and coordination;
- Assist with donor database gift entry, reporting and maintenance;
- Develop web copy and other materials;
- Conduct prospect research on individual, foundation, and corporate donors;
- Conduct grant research, writing, follow up, tracking and stewardship;
- Assist with donor stewardship to include acknowledgement letters and donor correspondence;
- Assist with planning and execution of the Seafarers' House annual appeal;
- Assist with coordination of donation and volunteer solicitations for annual shoebox Christmas project;
- Attend staff and committee meetings as appropriate;
- Other projects and general office work as directed.

Qualifications:

- Excellent organizational skills, attention to detail, and ability to multitask and meet strict deadlines;
- Strong communication skills, both written and oral;
- Good interpersonal skills and the ability to work effectively within a team;
- Enthusiasm, positive attitude, willing to learn new skills, and ability to maintain a professional manner;
- Proficiency in Microsoft Office (specifically Word, Excel, and Outlook);
- Be responsible, flexible, hard-working, ethical, and committed to the mission of Seafarers' House;
- Desire to learn more about fundraising and philanthropy is a plus.

Time commitment: Minimum of 40 hours per week; minimum 3 month commitment.

Salary: \$15 per hour as contract employee (*payment via 1099*)

Required by the grant funder:

- Daily participation in the work of ship visiting, operation, and capacity building for the agency, as directed by local supervisor
- Completion of Ship Welfare Visitor Course online -shipwelfarevisitor.com.
- Weekly 1 hour GoToMeeting sessions with NAMMA Executive Director or invited lecturer (at least one session would feature a representative of the Seafarers' Trust)
- Weekly journaling and readings – participation in online community (online discussions group)
- Meeting in first month of each internship with supervisor and local ITF inspector
- Regular (daily) use of social media (recorded in journaling) – supervised creation of images, infographics, video, or other media that supports' seafarers' welfare
- Special training session in conjunction with the NAMMA Conference in second week of August (special notebook for supervisor to complete)
- Final report from intern, but also from local supervisor

How to Apply

To apply for an internship position, please send resume to info@seafarershouse.org to the attention of A. Sukhan.

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