



DEVELOPMENT & ENGAGEMENT INTERNSHIP

For undergraduate or graduate members! Do you love connecting with other Delta Zeta sisters and want to share your passion for our sisterhood with them? Can you operate as part of a fast-paced, super friendly environment where we work as a team, count on each other to achieve our goals and learn and grow quickly? Are you a team player ready to work hard, to learn new skills quickly and are great at working independently or remote? Delta Zeta Sorority is looking for qualified undergraduate members to join our 2025 National Headquarters Corporate Internship Team as Development & Engagement Interns!

This is an amazing opportunity to gain meaningful experience and skills in the dynamic world of customer management, consultative sales, events and marketing. You will work on a team that develops networking strategies and implements key elements for the Delta Zeta Foundation, a 501(c) (3) organization. Our internship positions require versatility, ability to multitask and a can-do mentality, while giving you hands-on experience that is highly sought after by employers at both non-profits and major corporations alike.

POSITION REQUIREMENTS

Qualified candidates must:

- Be undergraduate members of Delta Zeta in good standing who will be actively enrolled in a verifiable program of study with an institution, university/college or educational program from January to December 2025.
- Be willing to allocate 6 hours per week for the position. More hours can be added if needed for obtaining academic credit.
- Take responsibility for coordinating and obtaining academic credit for the internship with your institution and providing any required verification paperwork from the institution to Delta Zeta at least ten (10) business days before it is due.
- Maintain high levels of organization, a strong attention to detail and the ability to multitask.
- Demonstrates analytical and problem solving skills.
- Handle confidential information with integrity and discretion.
- Have excellent verbal and written communications skills, as well as legible handwriting.
- Be comfortable speaking in public to groups or via electronic media.
- Display tact and diplomacy required to interact with donors.
- Have excellent interpersonal skills and a passion to collaborate effectively.
- Ability to manage multiple projects or tasks.
- Ability and willingness to travel, as may be permitted and assigned, and participate in virtual events.
- Have a commitment to Delta Zeta Sorority's core values.
- Experience working in a variety of technology systems and a willingness to learn new systems.
- Strong working knowledge of Microsoft Office (Outlook, Word, Excel, etc.) and social media platforms.
- Background in marketing/sales, public relations, hospitality, fundraising/non-profits or events preferred.

GENERAL INTERNSHIP RESPONSIBILITIES

- Work remotely while maintaining peer-to-peer support, training and education for college chapter officers, advisors or appropriate individuals, as assigned. Provide general administrative support as needed.
- Support the Foundation's operations, including donor engagement and stewardship, customer relations, communications, fundraising, virtual engagement and event execution.
- Assist Foundation team with marketing campaigns for major organizational priorities and activities, including monthly Mission Moment videos, creating focused content for social media, developing stories in The LAMP, recording thank you videos and other stewardship projects.
- Support donor relationships including presentation creation and maintenance and pitch management.
- Correspond with members, donors and volunteers to assist with questions, concerns and requests.
- Participate in development and engagement opportunities as they may arise.
- Report client interactions to Associate Director of Advancement.
- Assist with year-round fundraising campaigns. Recruit and solicit donors to the Foundation.
- Make a minimum gift to the Delta Zeta Foundation of \$19.02.
- As assigned, serve as a member of the Corporate Events Team and attend our 2025 National Events, which may include Leaders Summit, Tani Austin Ignite the Flame Community & Philanthropy Summit, Norma Minch Andrisek Leadership Conference, National Convention and Everlasting Events.

BENEFITS

- Real world experience in customer management, consultative sales, events, marketing, non-profit management and more.
- Flexible and remote work schedule.
- Opportunity to travel and represent Delta Zeta Sorority and Foundation.
- Opportunities for professional development, growth and networking.
- Verification of internship participation for university credit, if applicable.

COMPENSATION

- The stipend for the position is \$500.00, paid in full at the end of the internship term.
- Delta Zeta will provide verification of internship, if requested and required.
- All approved travel and business expenses will be covered by the Sorority, including transportation, hotel/lodging and food.

APPLY TODAY!

**APPLICATIONS WILL BE ACCEPTED THROUGH
WEDNESDAY, OCTOBER 30, 2024, AT 11:59 P.M. EASTERN.**

If you have any questions about internship application process, please reach out to Mary Waterman, Chief Growth Officer, at mwaterman@deltazeta.org.

For specific questions related to the Development & Engagement Internship, please reach out to Raenee Patterson, Associate Director of Advancement, at rpatterson@deltazeta.org.

Please note: Delta Zeta Foundation Interns shall in no way have the authority to bind the Foundation, set policy or make other management decisions. Any decision or recommendation of a Foundation Intern shall be advisory in nature and subject to review and approval by the Foundation Board of Trustees.