



## FOUNDATION GRADUATE INTERNSHIP

Delta Zeta Sorority National Headquarters is seeking a graduate intern to support the work of our Foundation Team, including donor engagement and stewardship, customer relations, communications, fundraising, virtual engagement and event execution, from January to June 2025.

The internship will be integrated into the Foundation and will work closely with Delta Zeta staff, undergraduate Delta Zeta members and various stakeholders including donors and Foundation volunteers. This internship will offer the opportunity to gain valuable, hands-on experience in the donor cycle while collaborating on or developing fundraising content such as annual appeals and stewardship communications. This role offers a unique chance to contribute to meaningful projects and learn the inner workings of nonprofit fundraising and donor engagement.

### GENERAL INTERNSHIP RESPONSIBILITIES

- Assist in the planning, execution and tracking of fundraising campaigns, including annual giving, major gifts and special initiatives.
- Cultivate and maintain relationships with donors, ensuring timely and personalized acknowledgment of gifts.
- Maintain accurate donor records and gift entries in database ensuring data integrity and generating donor reports.
- Support the development and distribution of donor appeals, newsletters and other communications, ensuring consistency in messaging.
- Provide general administrative support, such as scheduling meetings, preparing presentations and assisting with day-to-day tasks in the development department.
- Attend regularly established meetings with the internship supervisor.
- Participate in Foundation Department meetings, as requested.

### POSITION REQUIREMENTS

Qualified candidates must:

- Be actively enrolled as a graduate student (Masters or Doctoral) in a verifiable program of study with a college, university or educational program/institution during the internship term.
- Commit to 15 hours per week during the internship term. More hours can be added if needed for obtaining academic credit.
- If the candidate is seeking academic credit for the internship, they are responsible for coordinating this with the institution, completing approval process with the institution and providing any required verification paperwork from the institution to Delta Zeta at least 10 business days before it is due.
- Delta Zeta or other fraternal organization membership is required.
- Have a desire to work in a remote internship space requiring both team and independent work.
- Have excellent interpersonal and customer service skills and a passion to collaborate effectively.
- Demonstrate interest in nonprofit management and fundraising.
- Have excellent coaching, verbal and written communications skills, including timely and professional responses.
- Demonstrate analytical and problem-solving skills.
- Maintain high levels of organization, a strong attention to detail and the ability to multitask.
- Strong working knowledge of Microsoft Office (Outlook, Word, Excel, etc.).
- Have experience and a working knowledge of a variety of technology systems, software types and organizational tools, with a willingness to learn new systems.

### COMPENSATION

- The stipend for the position is \$2,500.00, paid in two equal payments of \$1,250.00 during the Contract Term, on March 31, 2025 and June 15, 2025.
  - Note: this internship is considered an Independent Contractor position. Delta Zeta will not withhold any taxes from the compensation. The intern is responsible for all federal, state and local taxes applicable to the compensation received under this contract. In accordance with IRS regulations, Delta Zeta will issue a Form 1099-NEC to the Contractor for any payments totaling \$600.00 or more during the calendar year. The intern will need to provide Delta Zeta with a completed and signed IRS Form W-9 prior to receiving any compensation.
- Professional Association Membership reimbursement for graduate student membership of up to \$200.00.
- All travel to Delta Zeta events, as assigned and approved, would be covered by Delta Zeta Sorority.

## APPLY TODAY!

**APPLICATIONS WILL BE ACCEPTED THROUGH  
FRIDAY, NOVEMBER 15, 2024, AT 8:00 P.M. EASTERN.**

If you have any questions about the internship application process, please reach out to Mary Waterman, Chief Growth Officer, at [mwaterman@deltazeta.org](mailto:mwaterman@deltazeta.org).

For specific questions related to the Foundation Graduate Internship, please reach out to Alicia Favata, Chief Advancement Officer, at [afavata@deltazeta.org](mailto:afavata@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.*