



Development Internship - Spring 2023 Kildaire Farm (Cary)

Who are we?

CORRAL is a non-profit organization that acts as an intervention program for adolescent girls, who come from high-risk situations in the Triangle Area. Our participants may be considered “at-risk” due to trauma, neglect, abuse, socioeconomic status, or, more frequently, a combination of these situations. We use a holistic approach including Equine Assisted Psychotherapy, tutoring, mentoring, and vocational training. Our goal is to teach participants how to be healthy and whole relationships, knowing that this will lead to further transformational healing. The work we do can be hard at times, but the reward of seeing the lives of young women change for the better is what makes it all worth it.

Who are you?

We are looking for a passionate, motivated university junior or senior enrolled in a B.S. or B.A. degree program related to the position (Business/Non-Profit/Recreation.) The non-profit life can get hectic at times, so we need a detail-oriented self-starter that isn't afraid to ask questions and think in innovative ways. As a CORRAL intern, you have strong verbal and written communication skills, including public speaking and interpersonal communications. A crucial skill is your ability to research and fact find. You are willing to resolve conflict and make big decisions. You also possess the ability to work independently with self-direction. Our perfect candidate desires to work in the non-profit field in their career journey. (This is a plus, but not a requirement.)

CORRAL's Work Culture

Although we do serious work at CORRAL's farm setting, we don't always take life so seriously. We like to work hard and play hard. You'll thrive in our fun, collaborative work space that's filled with supportive people. While our staff loves to work together and we try to maintain a family oriented culture within our team. We treat our interns and staff and have high expectations for them while providing the level of accountability needed for success. Although we are a farm with horses, no prior equine knowledge is not required to excel at this job-but a willingness to learn is!

About CORRAL's internships

At CORRAL, we don't just give our interns leftover projects. Your time with us will be filled with opportunities to produce meaningful and impactful work. Our interns are exposed to a variety of aspects of running a non-profit and are given organizational ownership over their projects. We value growth as a team and as individuals, so interns will have weekly performance feedback check-ins with their manager.

Purpose of this Internship Role

This role reports to the Community Relations Manager to support donor engagement. This role supports CORRAL's development team by working alongside the manager to assess and analyze reports and data from our corporate dashboard in our database (Salesforce) to determine giving behaviors of our donors. This role will also assist with following CORRAL's policies and procedures for attaining, growing and retaining donors.



Internship Schedule

We are open to this internship being part-time or full-time. Part-time interns typically work 20-30 hours a week, while full time interns can work up to 35-40 hrs per week. It depends on your internship requirement and can be discussed during the interview process. We can be flexible within the Monday-Friday 9am-5pm work week schedule. This intern role can be a virtual internship if you are outside of the Triangle area. (This role may support one or two donor events that may take place on Saturday mornings, but will be planned ahead of time with you.)

Skills Required

This role requires:

- Excellent communication skills (written/oral) required
- Professional business acumen required
- Writing/proofing skills required
- Previous sales experience a plus
- Previous previous phone marketing/ telemarketing experience a plus
- Proficiency in Google products (i.e. sheets, slides, docs) required
- Proficiency with Salesforce a plus

Willingness to learn and be open and flexible are keys to success in this position

What you'll do:

Will support the management of CORRAL's donor base in the following ways:

- Communication: Engage with donors to grow and retain
 - Conduct donor engagement calls including thanking donors for their generosity
 - Send various emails to engage donors with updated information regarding the program
 - Send thank you notes and other communications via mail
- Event Management:
 - Assist with planning and facilitation of in-person donor management events (some donor management events may take place on Saturday mornings, but would be planned in advance)
- Data Management:
 - Update donor database with new information on donors contact information
 - Assist with scoping our database for prospecting new gifts.
- Sponsorship Management:
 - Lead the procurement of corporate sponsorships for our Spring gala event

How to apply

To apply for an internship with CORRAL, email your resume along with a short personal introduction to jobs@corralriding.org. Please include the position you are applying for in the email subject and copy (cc) the manager, Jennifer@corralriding.org.