



St. Katharine Drexel
Catholic School

Marketing/Research Intern for the Advancement Office

Part Time (25 hours): August through January

Intern's Role: Saint Katharine Drexel School in Southampton, PA, is seeking a Marketing/Research Intern to work in the school's Advancement Office. The Marketing/Research Intern will play a key role in supporting and enhancing the school's key revenue drivers – development and enrollment. The Intern will be responsible for building the donor pipeline, inputting donor information into and running reports from the school's donor database, and interacting with school donors in order to solicit philanthropic support for the school. The intern will assist in the development and execution of key marketing ideas and strategies that will drive enrollment. This internship provides an excellent opportunity to network with and work alongside the school's Board, gaining exposure to corporate and community leaders.

Responsibilities:

- Work side by side with the Advancement Director and the Enrollment & Development Committees
- Input and manage donor data in a donor software database
- Assist in the planning & management of special events for the Annual Fund, including the Lead Gift Event, Gala, and much more.
- Participate in team meetings and brainstorming sessions

Qualifications:

- Pursuing BS/BA
- Preferred GPA of 3.0 or higher
- Preferred undergraduate junior or senior or graduate student, but will consider other class levels
- Competency with Microsoft Office & Google Docs
- Comfortable with Social Media (Facebook and Twitter)
- An interest in creative marketing in an academic setting
- Excellent oral, written, and communication/presentation skills

Pay:

This is an unpaid position. We will work with you to determine if this internship can count as college credit.

How To Apply:

Please send a cover letter with a current resume to the attention of:
Lisa James, Advancement Director at Ljames@skdschool.org

Final Thoughts:

St. Katharine Drexel's Advancement Office is looking for a dynamic, creative and dedicated person who likes to work hard and see projects from creation through execution and assessment. We look forward to receiving your application.