

**Development Operations Intern  
Donor Trends Analysis  
Summer Internship in Menlo Park  
LifeMoves**

**Position Title:** Volunteer Programs Intern—Development Operations Donor Trends Project

**Main Location:** LifeMoves Administrative Office, 181 Constitution Drive, Menlo Park, CA 94025

**Time Commitment:** June 11<sup>th</sup> – August 17<sup>st</sup> (10 weeks), full time (35 – 40 hrs/week)

**Position Details:**

On any given night, LifeMoves feeds, clothes and houses approximately 750 people in San Mateo and Santa Clara counties. In order to provide these services throughout our 17 shelters and other facilities, we must achieve ambitious fundraising goals on an annual basis.

We are seeking an undergraduate majoring in *Statistics, Economics, English/Technical Writing*, or similar field with a focus on analyzing data and communicating findings to a wide audience. The intern will, with assistance, produce a Fundraising Effectiveness report that meets the standards of the Association of Fundraising Professionals (see <http://afpfep.org/>).

**Primary Responsibilities Include:**

- Research important trends in non-profit fundraising
- Use Salesforce CRM database software to identify and gather relevant data
- Perform descriptive data analyses to identify trends in the data
- With assistance, compile and present a Fundraising Effectiveness report

**Position Requirements/Preferred Skills:**

- Comfortable working independently and taking ownership over this project
- Familiar with descriptive statistical analysis techniques and experience applying them to large datasets
- Comfortable learning unfamiliar software
- Strong writing and communication skills
- Ability to multitask
- Resourceful
- Highly organized and detail-oriented
- Collaborative
- Prior experiencing using Salesforce database software a plus

**Learning Outcomes:**

- Learn to query and export information from a relational database, translating the data into usable information for fundraising efforts
- Opportunity to analyze and interpret real world data sets
- Work closely with a supervisor/mentor to further develop professional development goals and skills

**Compensation:** Unpaid (*we are exploring funding sources and will happily work with a school or organization to provide documentation in support of scholarship funding*)

**Supervisor:** Donor Records Associate, Jaime Rodas