

Annual Programs/Development Intern – Job Description

Department: *Annual Programs and Development*

Immediate Supervisors: *Foundation Senior Director of Annual Programs and Communications*

Job Description

The Sigma Chi Foundation's Annual Programs and Development internship is an opportunity to help impact the Foundation's mission. Our interns connect with Sigma Chi alumni across the United States, discuss their Fraternity experiences, help secure pivotal support for Sigma Chi initiatives and support the Foundation's donor-stewardship efforts. Ideal for undergraduate or graduate student brothers pursuing careers in business, sales, marketing, or non-profit development, this program will help expand important communication and work skills all while benefiting the future of Sigma Chi. In addition to a \$5,000 academic scholarship, you will have the ability to earn up to \$1,000 in cash bonuses and participate in Foundation-sponsored mentorship sessions with successful Sigma Chi alumni over the duration of the internship.

Duties and Responsibilities

- Make outbound phone calls to alumni across the United States on behalf of the Sigma Chi Foundation in a designated geographical region based upon the interns location.
 - Giving Tuesday / Day of Giving Reminders — During these calls, you will discuss Sigma Chi's academic and leadership development initiatives, your own Fraternity experiences, and help encourage alumni to provide pivotal financial support through digital platforms.
 - Donor-Stewardship — During these calls, you will connect with alumni donors on behalf of members across North America to provide a message of thanks for their important generosity and support.
- Assist the Foundation's communications and marketing efforts, as needed, with marketing development, donor-prospect research and engagement.
- Learn and utilize from suggested scripts to provide a high level of information to engage alumni members.
- Discuss your Sigma Chi experience and maintain confidentiality, as needed, with Sigma Chi alumni members as it relates to our Ritual and/or personal information.
- Make requests of support from alumni members, expressing appreciation to generous donors and willing to provide and relay feedback from alumni to foundation staff members as needed.
- Assist with other projects as assigned.

Requirements

- Must be an initiated member of Sigma Chi in good standing with a GPA of 2.8 or above.
- Must be an undergraduate or graduate student enrolled in an active degree program through the 2025 to 2026 academic calendar year.
- Must be able to commit between 10 and 15 hours per week, Monday through Friday, from November 1, 2024, to July 31, 2025, and willing to work some evenings.

- Must be willing to commit to a series of training sessions, to be determined by the Foundation staff and based on intern team availability, to learn technology offerings, best calling strategies and other intern-specific roles.
- Must be willing to commit to at least one weekly training, learning or team discovery call with your Foundation staff supervisor(s).
- Must be able to commit at least four hours to help the Foundation's efforts with alumni on Giving Tuesday (December 3, 2024).
- Must be able to commit at least four hours to help the Foundation's efforts with alumni on Founders Day (June 28, 2025).
- Must have exceptional communication skills, own a working laptop or desktop computer with the ability to download and add Sigma Chi's Zoom, Microsoft Office (Word and Excel), Microsoft Outlook, and additional online and text messaging communication tools including Salesforce. Proficiency in Zoom, Microsoft Office and general web platforms are a plus!
- Must be willing to learn and gain working knowledge of Sigma Chi's academic scholarships and leadership development opportunities through the Transformational Leader program, as well as the Foundation's Annual Fund efforts and donor stewardship procedures.

Compensation

- Interns who successfully complete the program will be awarded a \$5,000 academic scholarship to support their educational studies for the Fall 2025 semester. This scholarship will be paid directly to the college or university in the intern's name.
- Interns who hit a series of goals established by the Foundation (number of completed calls, number of recorded conversations, overall value of donations secured) can earn up to \$1,000 in cash bonuses.

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be an exhaustive list of all duties, responsibilities, and skills.