

Annual Giving Intern

[Office of Annual Giving](#) / University Advancement, Appalachian State University

Location: Founders Hall / Some remote work possible

Supervisor: Meghan McCandless, Director of Annual Giving

The purpose of the Annual Giving Graduate Assistant position is to support the mission of University Advancement by sharing stories of Mountaineers who benefit from donations to the university, educating students and the community about the impact of private support, and thanking donors for their contributions.

Refer to give.appstate.edu for more information about our mission, structure and those that we serve.

Duties and Responsibilities

- Light Excel work, including data review and segmentation
- Developing a social media calendar and drafting engaging social posts
- Assisting with the planning and execution of iBackApp Day 2021, the university's annual day of giving
- Brainstorming new and innovative ways to promote the senior class gift on campus and working in collaboration with the Annual Giving team to plan corresponding events
- Coordinating stewardship efforts, including drafting and mailing thank you notes

The ideal candidate will be detail-oriented, deadline-driven and possess strong writing skills.

Preferred Qualifications

- Proficiency in design platforms (Adobe InDesign, Photoshop, Illustrator, Spark, Canva, etc.)
- Knowledge of Google Suite and Microsoft Office, specifically Excel
- Ability to work as a member of a team with professionals from across campus
- Effective organization skills
- Strong interpersonal communication skills
- Photography skills a plus

Pay and hours

- \$10/hr
- 10 hours per week