# Fund Development Intern Description

**Position Title:** Fund Development Intern

**Supervisor:** Maha ElGenaidi, Development Director

**Department:** Fund Development

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## Position Description:

- - Research and write development materials
- - Develop and maintain databases
- - Assist in campaigns and fundraising events

## Qualifications

- - A commitment to ING's vision and mission
- - Completing coursework towards a bachelor's degree at an accredited college or university
- - Excellent organizational, writing, and interpersonal communications skills.
- - Strong attention to detail
- - Proficiency in Microsoft Office and internet research skills

## Benefits

- - Learning new skills and opportunity to earn college credits
- - Networking with professionals in the offices and at social events
- - Career mentoring with Maha ElGenaidi, founder and CEO of ING
- - References for future career opportunities

## To apply

Submit your application from, our website [http://ing.org/index.php/get-involved/53-internships] and then send cover letter and resume to Ali Rangwala, Operations Director, at ali@ing.org Please include your name and the internship position you are applying for in the subject of your email.

**Work location:** San Jose, California

Updated: February 2011