



LEXINGTON

RESCUE MISSION

Job Description

Department: Development

Position: Fundraising Admin Summer Intern

Reports to: Director of Development

Summary: We are seeking a motivated, responsible, and personable Fundraising Admin Intern to support the Development team in a way that glorifies the Lord and furthers the mission. This role is ideal for someone who is passionate about nonprofit work and wants hands-on experience in donor relations, fundraising operations, and community engagement. The intern will serve as a key point of contact for visitors, donors, and volunteers, helping our team run smoothly and efficiently.

This is a part-time, unpaid internship requiring 15–20 hours per week. The preferred schedule is:

- Tuesday, Wednesday, and Thursday — 9:00 AM to 2:00 PM
- This position will start at the end of May 2026 and go until late August

Occasional flexibility may be needed for special events or tabling opportunities.

Responsibilities:

1. Guest & Community Relations

- Facilitate and lead facility tours for volunteers, donors, and prospective supporters as they arise throughout the week
- Represent Lexington Rescue Mission at partner tabling events in the community
- Welcome and assist donors with making contributions, in person, online and over the phone

2. Donor & Volunteer Support

- Answer incoming phone calls and direct inquiries with professionalism and care
- Assist volunteers during check-in and guide them through completing their volunteer application
- Support donors with making contributions, in person, online and over the phone

3. Administrative & Operations

- Open and sort the daily mail each morning for the Development Coordinator
- Print and organize donation receipts in a timely and accurate manner
- Print and maintain an organized inventory of print materials and brochures

- Assist with the preparation and distribution of monthly donor mailings
- Contribute to the summer project of distributing and managing donor insight surveys

Qualifications:**Personal**

- Friendly, professional demeanor with strong interpersonal and communication skills
- Has a strong and growing relationship with the Lord
- Organized and detail-oriented with the ability to manage multiple tasks
- Passion for nonprofit work and serving the local community
- Dependable, punctual, and able to commit to the preferred schedule

Education and Experience

- Currently in a college graduate program
- Prior customer service, administrative, or volunteer experience is a plus

Skills and Abilities

- Comfortable with basic office equipment — printers, phones, and computers

What You'll Gain

- Hands-on experience in nonprofit fundraising and donor relations
- Insight into the operations of a non-profit organization
- Opportunities to connect with community partners and supporters
- Mentorship from an experienced Development team
- A meaningful contribution to transforming lives in Lexington