



CRM Database Management Intern

Job Description

SLFND is currently seeking an intern to help with the implementation of our new Customer Relationship Management (CRM) system. This is an excellent opportunity for an individual seeking to gain more experience in nonprofit operations, development, and database management for a small non-profit organization.

The intern will work in collaboration with SLFND's Executive Director and Co-President.

Under the supervision of the Executive Director, the intern will have the following responsibilities and tasks.

- Assisting with the implementation of a new CRM system
- Transferring data from various other platforms into Nation Builder
- Developing workflows within the software to automate critical processes
- Exploring the Nation Builder platform to learn how best to utilize the tools
- Collaborating with the Executive Director to determine the organization's database needs
- Working with various committees including Marketing/Communications, Fundraising, and Finance to ensure necessary features and tools are operational for these departments

Qualifications

- Must be a current undergrad, recent graduate, or graduate student in any major
- Proficiency with computers
- Strong verbal and written communication skills
- High level of efficiency, accuracy, and responsibility
- Motivation and strong desire to take on new challenges and learn as much as possible.
- Flexible and self-motivated
- Detail oriented, with the ability to prioritize under deadlines
- Proficient in Microsoft Office products, specifically Word and Excel, as well as Internet search tools
- Understanding of or prior work/volunteer experience in non-profit organizations is preferred

Duration: flexible; 4 months, renewable, 10-20 hours per week

To Apply: Send cover letter and resume to internship@slfnd.org