



Relationships & Giving Intern

Scope & Purpose

The Relationships & Giving (R&G) Intern supports overall development operations with an emphasis on donor stewardship and data quality. The R&G Intern will support the R&G team to ensure donors are thanked, recognized, and stewarded in meaningful ways to deepen engagement.

This is a part-time, non-exempt internship position working within the Relationships & Giving Team and reporting to the Stewardship Specialist. Due to the nature and requirements of the internship, hours are flexible to fit needs but typically include 15-20 hours a week Monday-Friday, with the potential of some nights and weekends. The R&G Intern will office at Community First! Village located at 9301 Hog Eye Road Ste 950, Austin, TX 78724.

Duties & Responsibilities

- Work on a variety of Salesforce projects and reports, such as cleaning up foundation affiliates, maintaining the public tour report, etc.
- Work with the Stewardship Specialist to execute the acknowledgment letter process.
- Work with the Annual Giving Coordinator on various projects on Classy, our online giving platform.
- Manage honor/memorial gift notifications.
- Support the creation and implementation of personalized stewardship efforts.
- Partner with R&G team on executing stewardship and fundraising events.
- Support general R&G efforts as a whole.
- Other Duties & Responsibilities as needed

Knowledge, Skills, Abilities & Principles

- MLF is a faith-based organization whose ideals and philosophy come directly from the Gospel of Jesus Christ. As an organization, we strive to reflect this precept in our communications, both internally and externally.
- Commitment to serving those who have experienced homelessness and personal alignment with MLF's vision, mission, core values, and goals.
- The ideal candidate will be technologically savvy, able to quickly learn new systems and processes, and focused on details.
- People-oriented and eager to cultivate relationships.
- Must have a valid driver's license

Learning Opportunities

- Salesforce and Classy platform experience
- Working on a high-energy and high-performing team that is implementing cutting-edge fundraising techniques
- Build relationships with staff, donors, neighbors (residents of Community First! Village)

Program Information

- Estimated length of program: 8 weeks beginning Summer 2024

Work Environment & Physical Demands

- Ability to lift 20 pounds
- Ability to work in a collaborative work environment

MLF PURPOSE & VISION

We empower communities into a lifestyle of service with the homeless.

MLF MISSION

We provide food and clothing, cultivate community, and promote dignity to our homeless brothers and sisters in need.

GOALS

- Transform the way people view the stereotype of those who find themselves homeless
- Reconnect the homeless to self, family and community
- Help the chronically homeless rediscover and utilize their God-given talents to do purposeful work
- Connect human to human, heart to heart through the fellowship of food and hospitality
- Inspire people into a lifestyle of abundance by giving their best first

BELIEF STATEMENTS

The vision is supported by belief statements centered on our belief that homelessness is the result of a profound, catastrophic loss of family:

- God, infinitely perfect and blessed in himself, in a plan of sheer goodness freely created man to make him share in his own blessed life
- By virtue of being created by God in His image, we are all called to live in community and relationship with Him through each other
- The family is the original cell of social life
- You shall love your neighbor as yourself
- All members of the human family are equal in dignity
- The Lord God took the man and settled him in the Garden of Eden to cultivate and care for it. Gen 2:15

CORE VALUES

MLF is committed to fostering a culture that prioritizes relational connection. We believe there is opportunity in every aspect of our work to be relational in a highly transactional world. In this culture, transactions are means to relational ends, not the other way around.

This begins with the countercultural love poured out by Jesus Christ and grows as imperfect individuals strive to show this love to each other human-to-human, heart-to-heart.

Each individual's openness to the journey of their own personal growth is essential in building our relational culture, and we believe this culture flourishes as we each continuously strive to more fully embody these four core values:

- **Faith:** We define Faith as the foundational belief that our world and all our work belong to God. This allows us to engage our work with joy and lightheartedness, knowing that we are not ultimately in control.
- **Humility:** We define Humility as rightly viewing oneself as a single piece of a grander story. This humility leads to a view of oneself that is neither too high nor too low.

- **Generous Spirit:** We define a Generous Spirit as a readiness to give more grace, mercy, and hospitality than is necessary or expected. This posture allows us to see others for who they are, not what they do.
- **Integrity:** We define Integrity as a wholehearted commitment to doing right by God, ourselves, and others. This wholeheartedness shows itself in consistently choosing honesty, responsibility and ownership in all actions and decisions.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities, and activities may change, or new ones may be assigned at any time with or without notice.

MLF is committed to creating a diverse environment and is proud to be an equal opportunity employer. Personnel are chosen based on ability without regard to race, color, religion, sex, national origin, genetics, disability, marital status, or sexual orientation in accordance with federal and state law.

Mobile Loaves & Fishes is an essential business that provides food, shelter, and other necessities of life for our neighbors who have experienced homelessness. We strive to joyfully maintain these essential services to those that are most in need in our community. Cultivating community, which is the essence of our work, is all about human to human, heart to heart connection. Thus, all employees of Mobile Loaves & Fishes are expected to work onsite to maintain the essential functions of the organization and to build relationships with the neighbors who call the Village home. All applicants should be aware of our essential business classification before applying for open positions.

