



JOB DESCRIPTION

Job Title:	Development Intern
Department / Unit:	External Relationships, Marketing and Communications
Job type	Internship / casual
Grade:	2 (£10.34 ph)
Accountable to:	Head of Development/Development Managers
Accountable for:	N/A
Purpose of the Post	
This internship provides support to the Head of Development and Development Managers to engage Royal Holloway donors with compelling content. Specifically, they will support in gathering content for the team to share on social media channels, stewardship of donors and website updates to increase engagement. In addition they will assist in dealing with incoming/outgoing correspondence from scholars.	
Key Tasks	
Assist with sourcing and creating development and fundraising content (written and digital) for marketing & campaigns. For example collating short scholarship impact reports and profiles.	
Assist the team in updating the Development pages on the website with new content gathered by the Development team that is relevant to donors and supporters.	
Assist with the effective stewardship of existing and new donors and dealing with incoming/outgoing email queries from scholars.	
Ensure records on the database are kept up to date and all engagement is recorded.	
Other Duties	
The duties listed are not exhaustive and may be varied from time to time as dictated by the changing needs of the College. The post holder will be expected to undertake other duties as appropriate and as requested by his/her manager.	
The post holder may be required to work at any of the locations at which the business of Royal Holloway is conducted.	
Internal and external relationships	
The following list is not exhaustive but the post holder may be required to liaise with: Colleagues in External Relationships and the wider Marketing and Communications Directorate, alumni, donors and supporters, external suppliers.	