



Development Fellow

General Fellowship Requirements

- Ability to commit to 10-15 hours per week during the Fall, Winter, and Spring Terms
- Flexible schedule to include evenings and weekends
- Must be a sophomore, junior, or senior Dartmouth student
- Demonstrated commitment to diversity and inclusion and serving the needs of a diverse population.

Description

Learn about the field of Development (how to identify, cultivate, solicit, recognize, and steward prospects and donors to establish and nurture relationships and to raise resources) under the mentorship of Development professionals. Interview students, faculty, staff and community members about their participation in Hop programs and events. Take photos and create videos. Craft social media posts, emails, and written reports that meaningfully demonstrate the impact of gifts to the Hopkins Center. Help plan and execute Development events. Hone your persuasive writing and editing skills and lay the groundwork for increased engagement with the Hop from alumni and the community.

Position Specific Requirements:

- Strong attention to detail
- Must be a self-starter, comfortable talking to fellow students
- Demonstrate leadership skills and work both independently and with a team
- Exhibit the highest level of confidentiality and professionalism
- Comfortable contributing ideas and participating in group brainstorming sessions
- Candidate should have exceptional verbal, face-to-face and written communication skills, research skills, and comfort interacting with the public in a pleasant, professional manner
- Tech savvy; comfortable using various social media platforms