

# Hop Fellows

## Development Fellow

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### *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 to raise resources) under the mentorship of Development professionals. Help plan and execute development, cultivation, and stewardship events. Take photos and create videos, draft communication for digital and print collateral, and create written reports that meaningfully demonstrate the impact of gifts to the Hopkins Center. Learn about Development Operations and the importance and impact of data maintenance, segmentation, and research. Hone your persuasive writing and editing skills to increase 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
  - Willingness to learn new systems and databases
- Tech savvy