Institutional Advancement (IA) Intern (Undergraduate/Graduate)

**Responsibilities:** Calling donors to thank them for supporting HCHC and for their *first-time gift.* Following a script, tell them what their gift means to you as a student and to our entire HCHC community. Verify the proper address of the donor and then immediately after the phone call follow up conversation by hand writing a thank you note. Examples of handwritten notes to follow will be provided by the IA Office.

**Qualifications:** Students must have excellent verbal communication skills; possess a pleasant, outgoing demeanor; enjoy conversation; and have legible penmanship. Ideal candidates will be dependable and possess a professional demeanor and work ethic.

The IA office also has a variety of other openings for students, including assisting with the HCHC Golf Tournament.

**Hours:** 5 -20 hours per week. Phone calls must be made from the IA office, however, handwritten thank you notes can be done from your home/dorm/apartment.

**Number of Positions:** 5+

**Contact:**
Peggy Giovane
Annual Fund Project Manager
[pgiovane@hchc.edu](mailto:pgiovane@hchc.edu)
617-850-1265