Development and Alumni Relations Intern, College of Arts & Sciences

The main purpose of the CAS Development and Alumni Relations team is to increase charitable support to CAS and BU from among its constituencies—alumni, parents, and friends. We contribute to this effort via many channels including: identifying and highlighting development opportunities with the Dean of CAS; furthering the efforts of CAS faculty, programs, and research by organizing events and cultivation opportunities for alumni and parents; assisting academic departments as they strategize on connecting and communicating with their alumni; and cultivating long-term relationships between CAS leadership, faculty, and alumni through campus visits, academic research, and networking.

This position will work closely with the CAS Development team, specifically the Senior Staff Coordinator, who handles core administrative and functional tasks, such as mailings and event planning.

There are two notable opportunities wherein this intern can impact meaningful success for our team.

1. **Assist in planning a number of signature events, including the Dean’s Advisory Board and alumni cultivation dinners with the dean.** The intern will secure event locations; help to create invitations; track RSVPs; prepare materials for the events; and develop follow-up surveys, track responses, and report on the findings. These signature events attract current and prospective donors, alumni, and parents alike; which is important for us in moving conversations forward with our constituents.

2. **Curate a current library of publications in support of CAS and department-specific priorities.** The intern will connect with CAS department chairs and directors to discern priorities and notable accomplishments for their respective department. Information gathered for this project will provide our Gift Officers with critical information and opportunities, supporting the development of meaningful relationships with key constituents.

Throughout this internship you will work across various departments, sharpen oral and written communication skills, hone time management and organizational skills, and gain project management experience.