



DONOR DATABASE INTERN

Description:

As the Los Angeles Orthopaedic Hospital speeds into the world of electronic medical records and digital radiology, the Hospital's Foundation needs a Green-Minded Development Intern to help complete the LAOHF's move to electronic donor records.

The Development Intern will work with staff to prioritize the scanning and saving of Foundation donor records that have compiled over the long history of the LAOHF. The intern is then responsible to upload the files, as individually deemed necessary, to the LAOHF database and utilizing an understanding of fundraising and quality of information, determine which information should be extracted from the scans and entered into the donor database fields. The intern will have the potential opportunity to oversee High School volunteers and develop management experience as they participate in this project.

Benefits:

Interns, in exchange for a minimum commitment of 20 hours a week for 3 months, will receive college credit, on the job training and experience working in Non Profit Administration, Public Relations, Financial Development and Community Outreach. Interns are expected to be eager to participate in all aspects of their department in addition to seeing their project to completion; this includes database maintenance, public relations, writing, event assistance and mailings. Interns will meet twice a month with a Volunteer Coordinator or Project Manager to review project goals, progress and challenges.

Responsibilities:

- Scanning of hard files onto the server and saving them in a clear and hierarchical system
- Distinguish foundation, corporate and individual donor records from planned gift records
- Maintain existing donor information in correct fields in Raiser's Edge records including determined deceased status of donors and other contact information as available
- Learn the basics of donor relationship maintenance, correspondence and database integrity

Requirements:

- Degree or interest in non-profit management preferred;
- Strong computer skills including high level of comfort with the internet and MS Office;
- Bilingual in Spanish preferred
- Excellence organizational skills with exceptional attention to accuracy and detail;
- Ability to work independently with limited supervision;
- Willingness to learn about the process of fundraising, including data management and analysis;
- Sensitivity to the unique nature of interacting with past patients and their family members;
- Ability to maintain confidentiality and conduct ethical research;
- Ability to provide documentation of a recent TB test result (from within the last 90 days). If you have not fulfilled this requirement, the Volunteer Department will arrange for you to receive a TB test through our Urgent Care Department at no charge to you. If you prefer, you may see your own primary care provider but the cost is then your responsibility; and

- All volunteers must attend an orientation and training session where you will learn the history and mission statement of Orthopaedic Hospital, get important information about Fire Safety, Patient Confidentiality, and Infection Control.

About Los Angeles Orthopaedic Hospital

Recognized as an international leader, Los Angeles Orthopaedic Hospital provides exceptional orthopaedic patient care, trains tomorrow's health care professionals and conducts breakthrough musculoskeletal research. Since 1911, Los Angeles Orthopaedic Hospital has been helping children with orthopaedic conditions lead healthy, active lives - improving their quality of life, regardless of their family's ability to pay. Los Angeles Orthopaedic Hospital proudly continues our almost century-long commitment to excellence in orthopaedic patient care, research and education