

Scope of Work - Cheetah Conservation Fund Internship

Objectives

CCF requires an individual to assist around the office with various projects as well as researching into potential items for the fall online auction. These projects will include but are not limited to inventory organization and management, donor appeal assistance, & assisting the Digital Media & Graphic Design Manager & the Donor Relations Coordinator on an as needed basis.

Background

CCF is consistently working on projects throughout the year. The online auction has been a source of revenue and outreach to new audiences. It is developed once a year and published in conjunction with Dr. Marker's Fall Tour. The total amounts raised for this effort have declined over time (see attachments section below for links to catalogs with funds raised).

Scope of Work

The intern will help assist the office by coming in two times a week on a flexible schedule. If the intern is unable to commit to a certain week in particular, they must let the team know and email reid@cheetah.org. The intern will work using CCF contacts to create an amazing catalog of auction items. The intern will strategize on building new contacts for auction items, emphasizing one-of-a-kind experiences and/or high value items.

The time period of work will start from January and end May (exact dates will be discussed and agreed upon later). The work schedule may not start and end on those exact dates. The intern will also sign a provided confidentiality agreement and agree to the rules lined in said document.

Requirements:

CCF will provide the log-in credentials and a chrome book for the intern. The intern must also be adept at various platforms of social media as well as the microsoft office suite.

Attachments:

2013 Auction:

<https://www.biddingforgood.com/auction/auctionhome.action?auctionId=200113286>

2015 Auction:

<https://www.biddingforgood.com/auction/auctionhome.action?auctionId=230688964>

2016:

<https://www.biddingforgood.com/auction/auctionhome.action?auctionId=265962289>

I _____ understand the work as outlined above and agree to provide my services on a volunteer basis to Cheetah Conservation Fund.

Name: _____ Signature: _____ Date: _____