



**Technology Finance Intern  
Position Description  
February 1 - May 31, 2021**

The Community Foundation of Boone County has a paid, part-time internship position available.

**Position title:** Technology Finance Intern

**Reports to:** CFBC President & CEO, Jodi Gietl

**Intern responsibilities**

The primary responsibility will be to support the technological processes at the Community Foundation of Boone County (CFBC). The intern will interact with staff, donors, and board members to allow him/her to gain a better understanding of philanthropy and CFBC's role in the community.

- Take the lead on database management, with guidance from CEO
- Assist CEO in providing IT solutions to provide efficiency for CFBC
- Work in Community Suite (database) bringing together documents from various sources (paper, scanned) into one unified location, code grants properly, & link historical documents
- Provide Accounts Payable & Receivable support as needed for processing cash receipts & disbursements
- Perform administrative & office support activities: field calls, filing, copying, & preparing for meetings
- Assist as needed with development of a new mobile application: gathering data, populating fields, making connections with contacts, and other similar functions
- Become familiar and comfortable with CFBC's mission and vision

**Minimum requirements and abilities**

- Undergraduate or graduate student at an Indiana college with freshman semester completed before applying
- Background in accounting, finance, or business administration
- Strong IT background & strong organizational skills
- Technology savvy – required usage of Microsoft Office & Google G-Suite
- Ability to work independently and take initiative
- Strong attention to details, ability to meet deadlines and good follow-through on tasks
- Ability to communicate with donors, board members, grantees & public in a courteous, helpful & respectful manner
- This position is an "in-house" position, working at the CFBC Office in Lebanon, IN. The ability to work remotely would potentially be needed based on possible future Covid-19 restrictions.

**To apply, send your resume to [jodi@communityfoundationbc.org](mailto:jodi@communityfoundationbc.org). The deadline to apply is January 15, 2021.**

**About the Community Foundation of Boone County**

The Community Foundation of Boone County unites people, organizations and philanthropy to create a thriving community for all. We:

**Engage** the community and educate citizens on how they can make a difference here at home.

**Invest** in people, programs and organizations that transform lives and communities.

**Lead** a vision for collaborative solutions to address the root causes of challenges facing our community.

**Forever.** The establishment & growth of permanent endowment funds will strengthen Boone County for generations to come.