



**Technology Finance Intern  
Position Description  
May 3 - August 13, 2021**

**Position title:** Technology Finance Intern

**Reports to:** 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
- Assist with development of a new mobile application: gathering data, populating fields, making connections with contacts, and other similar functions
- Work in Community Suite (database) bringing together documents from various sources into one unified location, code grants properly, & link historical documents
- Provide Accounts Payable & Receivable support as needed for processing cash receipts & grant disbursements
- Perform administrative & office support activities: field calls, filing, copying, fund auditing, & preparing for meetings
- 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
- Strong IT background & strong organizational skills
- Technology savvy - required usage of Google G-Suite & Microsoft Office
- Background in accounting, finance, or business administration
- Strong attention to details, ability to meet deadlines and good follow-through on tasks
- Ability to work independently & take initiative
- Ability to communicate with donors, board members, grantees, & the general public in a courteous, helpful & respectful manner

This position is an in-office & work remote position, with in-office hours held at the CFBC Office in Lebanon, Indiana.

**To apply, send your resume to [jodi@communityfoundationbc.org](mailto:jodi@communityfoundationbc.org). The deadline to apply is April 23, 2021.**

**About the Community Foundation of Boone County**

The Community Foundation of Boone County unites people, organizations & 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 and growth of permanent endowment funds will strengthen Boone County for generations to come.