

The Children's Home Association of Illinois

JOB DESCRIPTION

JOB TITLE: Marketing & Development Intern

REPORTS TO: Kelsey Wright, Marketing & Events Coordinator

JOB FUNCTION: The Development Intern would support the Development team to include, but not limited to the Associate Director Communications & Funding, Marketing & Events Coordinator, Donor Relations Coordinator, Scott Prairie Site Manager and Training & Volunteer Coordinator. The Development Intern will work with the Development associates on the strategy and development of various fundraising, fundraising and stewardship programs.

Responsibilities: The Development Intern will gain experience in a wide variety of activities which may include matching gift initiatives, logistics, third party event development, special event planning, holiday "adoption" program, data entry/processing, communications, marketing, recreation/site management, gardening, donor stewardship, creative writing, historical and donor research, library development, and social media marketing. Additional opportunities may include, but not be limited to:

- Support in the creation of print, multi-media and web based marketing and communication tools for various programs, invitations and stewardship.
- Management and leadership for logistics associated with all projects as assigned (i.e. creating promotional materials, meeting with appropriate colleagues, developing detailed plans for execution of events).
- Meaningful acknowledgement letters and assistance in the creation of custom letters as needed.
- Assistance with thank you calls and the stewardship of donors.
- Acting as point of contact for addressing any issues with processing donor gifts.
- Updating Donor Perfect and other databases as needed.

GRADE: N/A

Other Core Responsibilities and Expectations: Adherence to the agency's **Policy and Procedures, Mission** of *giving children a childhood and future by protecting them, teaching them and healing them, and by building strong communities and loving families*, **Vision** of *a healthy community where families and children come first* and **Values** of *integrity, collaboration, knowledge, diversity, commitment, and quality*.

Position Profile: The Development Intern will assist in various operations of the Children's Home Association of Illinois Office of Development to promote the agency mission, vision and values by engaging the community through advocacy, education, volunteers and charitable gifts. This may include annual special events, raise awareness, funds and friend, public presentations by staff to congregations, businesses, and service organizations for education and advocacy are coordinated

through this office. Communications may include website management, media connections and press releases, newsletters, program brochures, and annual reports. Intern may assist in coordination of volunteers for short-term projects and processing of donations from foundations, businesses, religious organizations and individuals to help offset costs for agency operations not covered by grants.

EQUIPMENT USED: Cell phone, telephone, computer, printer/copy machine

QUALIFICATIONS: Proficiency in Microsoft Publisher, Excel and Word; Familiarity with using databases; Strong written and communication skills; Ability to work independently and as a part of a team; Strong attention to detail.

Education and Experience: Communications, public relations, marketing, journalism or related education strongly desired, but not required.

Skill Requirements: Strong commitment, teamwork, trust, knowledge, professionalism and respect are a must. Excellent verbal and written communication skills; Ability to prioritize and organize multiple activities; Ability to work independently and as a team player; Ability to develop and maintain positive relationships with professionals and youth/adult community members; Desire to assist with planning, development, scheduling, implementation and record keeping; Experience working well with others; Computer and cell phone texting abilities.

Physical Requirements: Speaking and hearing ability to allow for effective oral communication of information; ability to transport self and clients to various locations; physical and emotional stamina to handle job-related issues.

Revised: 05/21/2015