



## **Development Communications Intern Position Description**

**January 2020**

**Position Title:** Development Communications Intern

**Reports to:** Development Manager

**Location:** Chicago, IL

Action for Healthy Kids' Development team seeks an energetic, detail-oriented individual to devote his/her time to bolster fundraising activities that raise unrestricted and programmatic revenue.

**Provide research and administrative support for the team including, but not limited to:**

**Donor Relations/Communications:**

- Assist with acknowledgments for individuals, corporations and foundations
- Periodically assist with marathons by communicating with marathon team members via email, phone or THK Facebook group and thanking donors via Classy page
- Assist with thanking Charity Miles runners and donors via Classy page

**Proposal writing support:**

- Conduct literature review on public health trends affecting AFHK programs (i.e. the links between health and academic success, importance of parental involvement in school health, social-emotional learning, etc.) to support proposal submissions and development collateral
- Provide proofreading and copyediting support to concepts, grant proposals, pitch decks and other prospect collateral

**Prospect Research:**

- Assist with identifying, researching and qualifying prospects for institutional and individual major gift cultivation
- Assist with creating blue chip briefs of prospects
- Assist with entering prospects in Salesforce

**Event/Campaign Support:**

- Placing catering orders for luncheons and ordering promotional materials
- Participate in team brainstorm sessions to develop concepts for partner activations

**Administrative Support:**

- Assist with gift entries for individuals, corporations and foundations
- Assist with mailings of appeals, donor letters, event materials, etc.
- Project management support using Asana and Salesforce
- Assist with account management by creating or editing funder deliverables documents
- Attend team meetings, take notes, and share them with the team

**Other duties as assigned.**

**Qualifications and Requirements:**

- Pursuing a Bachelor's or Master's degree in marketing, communications, or nonprofit management **or** pursuing a degree in another area but has knowledge of and interest in marketing, fundraising and communications.
- Commitment to AFHK mission
- Strong interpersonal, analytical, and communications (verbal and written) skills
- Ability to understand and synthesize evaluation data
- Highly organized with excellent attention to detail
- Ability to work independently and as part of a team
- Proficiency in Microsoft Office Suite, Social Media, and Google Suite

**Preferred start date:** March 15, 2020

**Preferred time commitment:** 8-12 hours/week through August 15, 2020

**Action for Healthy Kids is an Equal Opportunity Employer: We strongly encourage those who reflect our communities to apply, including women, minorities, individuals with disabilities, bilingual writers and speakers and veterans. Successful candidates must be committed to working with diverse populations.**

**Send cover letter, literature review or communications/marketing deck example (if available), and resume to:**

**Email:** [development@actionforhealthykids.org](mailto:development@actionforhealthykids.org)

**Subject line:** Development Communications Intern