

Resource Development Intern

Maternal and Family Health Services (MFHS) is seeking a Resource Development Intern who will work directly with the MFHS Marketing Team on the agency's resource development and marketing plans. We are looking for a high energy intern who has interest in non-profit resource development and fundraising. The ideal candidate will have the opportunity to contribute to the Department's innovative strategies while playing a key role in helping to expand the agency's resource development and outreach efforts.

- Research Organization and funding sources and acquiring data from secondary sources for Resource Development Committee consideration
- Support Board engagement activities as they relate to resource development initiatives
- Assist with development of Marketing / Brand materials in support of Resource Development efforts
- Assist with community fundraising/outreach events as needed
- Assist in the continued development / updating and expansion of the Agency's Salesforce Contact Management System – utilized to track donors and community partners.

Compensation: Unpaid Internship | Hours: 10-15 hours per week (or based on credit requirements)

Skills needed:

- Understanding of social media marketing best practices a plus
- Strong verbal and written communication skills
- Proficient in absorbing, summarizing and communicating research and data
- Creative, some graphic design experience a plus

To apply, please send a resume to marketing@mfhs.org.