Intern Job Description: Fund Development and Special Event Fellow

St. Augustine Health Ministries is a not for profit faith based organization founded by Catholic Charities of the Diocese of Cleveland that provides health care and community services to over 1,000 chronically ill and aging individuals each day, with special concern for most vulnerable. We provide a continuum of care that includes below market rate assisted living, long term care, home health care, meals to homebound seniors, early learning center, and hospice care. We serve individuals ages 18 -102, from all faiths and all walks of life.

Position: Fundraising and Special Event Fellow

Description: St. Augustine Health Ministries, (SAHM) seeks a dynamic, self-starter to assist with fundraising initiatives including grant research and writing, annual campaigns, donor relations, database mgmt., social media assistance, and special fundraising event planning efforts. This is an outstanding opportunity for an individual interested in learning more about nonprofit management, fundraising and event planning. The internship offers exciting hands-on experience in project management; experience working in a professional, team-focused environment with a strong community; and knowledge of how to interact with, engage, and inspire various partners.

Responsibilities:

• Conduct research on donor prospects, identify potential sources of individual, foundation, and corporate donor support
• Develop, implement and manage fundraising strategies for special appeals such as the resident camping trip, and home delivered meals program
• Research grant opportunities to support special programs such as art and music therapy, assist with letters of inquiry and grant submission
• Assist with planning efforts and execution for St. Augustine gala events including RetroMania: the Roaring 20’s (September)
• Solicit ads, sponsorships, auction donations via email, on-line and phone solicitation
• Track & update event progress through spreadsheets for committee, sponsors, restaurants, and other vendors
• Work with staff and committee to wrap & display auction items for event
• Update and create event communications for website (wordpress) and all social media
• Update and organize binders for event logistics
• Attend and participate in signature event committee meetings & events if available
• Assist with donor acknowledgement and guest follow-up

Qualifications:

• Junior or Senior with an interest in non-profit Fundraising, Event Planning, Marketing Communications, Integrated Marketing, Non profit Management
• Previous internship or related experience in fundraising / grant writing
• Excellent written and communication skills
• Self-motivated, good organizational and interpersonal skills, detail-oriented, ability to multitask, prioritize, and meet deadlines
• Previous experience in internet research and social media
• Professional demeanor and outstanding phone etiquette
• Ability to communicate in a professional manner with press and community contacts
• Enthusiasm for the mission of St. Augustine Health Ministries and the individuals we serve