



Heart of Florida United Way

HEART OF FLORIDA UNITED WAY INTERN POSITION DESCRIPTION

TITLE: Campaign Initiatives Intern

REPORTS TO: Account Executive

DEPARTMENT: Resource Development

FLSA: Non-paid, 20 hours/week; flexible schedule

POSITION OBJECTIVE:

The candidate will manage research and logistics for the Resource Development team's external initiatives to engage donors. The intern will support various Account Executives, as well as the Director of Leadership Giving, in planning events and presentations.

PRIMARY JOB RESPONSIBILITIES/DUTIES:

- Conduct research and planning to launch Student United Way (an initiative focused on engaging college students)
- Conduct research and planning for United Way Young Leaders (an initiative focused on engaging working professionals between the ages of 21 and 40)
- Contact corporate partners to verify account information
- Attend meetings of internal cross-functional teams
- Assist Account Executive in planning Steering Committee meetings, including creating reports and presentations
- Schedule meetings with corporate partners on behalf of Account Executive
- Track progress of ongoing projects by ensuring completion of weekly reports and reviewing these with Account Executive
- Attend bi-weekly meetings with all department interns and Account Executive

INTERN BENEFITS:

- Exposure to community leaders, businesses and local nonprofit agencies
- Leadership training and business development

PHYSICAL DEMANDS:

Physical demands include sitting and/or standing for extended periods of time; bending, regularly moving between buildings and floors, regular use of the telephone, copier, fax and computer. Reliable transportation required. Job involves frequent public contact, as well as periods of extended concentration.

REQUIREMENTS:

- Strong organizational, follow-up, analytical and problem-solving skills
- Excellent verbal, written and interpersonal communication skills
- Demonstrated dependability and aptitude for working independently or as part of team
- Ability to edit, proofread and assemble/complete reports
- Ability to operate standard office equipment; i.e. copiers, fax, telephone, computer and calculator
- Knowledge of Internet and computer applications, including Microsoft Excel, Word and Outlook