



Heart of Florida United Way

## HEART OF FLORIDA UNITED WAY INTERN POSITION DESCRIPTION

**TITLE:** Campaign Management Intern

**REPORTS TO:** Account Executive

**DEPARTMENT:** Resource Development

**FLSA:** Non-paid, 21 hours/week; Monday, Wednesday, Friday

### **POSITION OBJECTIVE:**

Candidate will serve as lead intern for the Resource Development team and support the Account Executive in planning annual workplace giving campaigns.

### **PRIMARY JOB RESPONSIBILITIES/DUTIES:**

- Coordinate scheduling and work flow for other department interns
- Track progress of ongoing projects by ensuring completion of weekly reports and reviewing with the Account Executive
- Schedule bi-weekly meetings with all department interns and the Account Executive
- Schedule meetings with corporate partners on behalf of Account Executive
- Assist with presentations and reports to corporate partners
- Assist Account Executive with the planning of workplace giving campaigns for Major Accounts (corporate partners that raise \$100,000 or more annually)
- Attend meetings of internal cross-functional teams
- Assist Account Executive with recognition planning for Leadership donors (individuals that contribute \$1,000 or more annually)
- Contact corporate partners to verify account information

### **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, complete and assemble 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