

**HEART OF FLORIDA UNITED WAY  
INTERN POSITION DESCRIPTION**



Heart of Florida United Way

**TITLE:** Corporate Partnership Research Intern

**REPORTS TO:** Account Executive

**DEPARTMENT:** Resource Development

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

**POSITION OBJECTIVE:**

The candidate will update, organize and analyze data regarding current and potential partners in Orange, Osceola and Seminole counties. The intern will conduct research via the Internet, periodicals and phone calls to local corporations.

**PRIMARY JOB RESPONSIBILITIES/DUTIES:**

- Maintain database of current and potential corporate partners who may sponsor future events
- Research philanthropic interests of current and potential corporate partners
- Research partnership best practices for other United Ways
- Schedule appointments for Account Executives and Director of Leadership Giving
- Assist Account Executives with preparing partnership proposals
- Conduct logistical planning for fundraising events

**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:**

- Must be detail-oriented
- 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