



## Non-Profit Management Intern

### Skills Gained Include:

Learning about how a non-profit secures funding.

Provide an inside look at the day to day operations of a non-profit as well as the strategic decision making inherent in the responsibilities of an Executive Director/CEO.

Making connections with business leaders in the community.

Increasing communication skills—written and oral.

The Non-Profit Management Intern supports The Kitchen, Inc.'s mission through support for the CEO and leadership team. The ideal intern exercises good judgement in a variety of situations, with strong written and verbal communication, administrative, and organization skills, and the ability to balance multiple priorities. The assistant completes a broad variety of administrative tasks including responsibility for coordination of meetings, logistics, correspondence, advance preparation of materials, and follow-up activities.

### Major Functions and Position Responsibilities:

1. General Office Support – represents the CEO by welcoming visitors and clients, answering questions and responding to requests. Administers correspondence, manages incoming calls, and prioritizes phone messages, emails and mail. Handles all calls and visitors with professionalism.
2. Board Relations Support – works with CEO in responding to inquiries and needs of the foundation Board and board of Trustees in a timely fashion. Assists in preparing agendas, board packets, coordinates details for meetings and other functions. Maintain and update other board materials, such as on-boarding, orientation and applications. Assist CEO in developing a fall board retreat.
3. Public Relations Support – develop communication tools, emails, newsletters, and community presentations. Assist with community outreach, including building relationships with professionals to help support the mission of The Kitchen, Inc. Other duties may include assisting with capital campaign and general public relations.
4. Fundraising Support – work with CEO in assisting with fundraising, producing events, analyzing strategic plans. Assisting with planning and implementation of fundraising events. Researching donor prospects and granting organizations, attending strategic meetings, helping to plan benefits, and distributing marketing materials.
5. Grant Support – conduct in-depth research on funding possibilities for programs and initiatives. Assist with development of program specific grant proposals. Assist with grant writing and grant management.

Valuable real-world experience in print and web design.