



## JOB DESCRIPTION

Development Internship – 150 Hours

### **Winter/Spring**

10-15 hours weekly

Reports to: (Ben Nyhoff, Development Specialist)

For sixteen years, Kids' Food Basket has been a force for attacking childhood hunger to help young people learn and live well. One in five Michigan children struggles with hunger, robbing them of their energy, health and dignity. Childhood hunger is a community problem, with a community solution. Since 2002, we have grown from serving 125 kids at 2 school sites in Grand Rapids, to now serving nearly 8,000 kids between 37 schools in Grand Rapids, four schools in Muskegon and five schools in Holland. All programs are charitably funded by their individual communities, and made possible through the help of over 250 volunteers every day!

Kids' Food Basket provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, marital status, height, weight, genetic information, qualified disability, or veteran status. In addition to federal law requirements, Kids' Food Basket complies with applicable state and local laws governing nondiscrimination in employment in every location in which the organization has facilities.

### **Internship Duties:**

- **Data Analysis** | Review donor and volunteer databases to identify trends and opportunities for deepened relationships with current or lapsed supporters.
- **Donor Prospecting** | Research and identify new opportunities for partnership with individuals, corporations or community organizations across the region. Create prospect profiles.
- **Research** | Provide insights and recommendations to the development team based on research of fundraising program best practices and innovations.
- **Donor Communications** | As assigned, communicate with donors and partners to set meetings or steward gifts.
- **Additional Administrative Support** | Preparing packets and outreach materials for donor meetings and assisting with other projects and event support as needed.

### **Skills and Qualifications**

- Bachelor's Degree in progress
- Interest and/or experience in nonprofit development and fundraising
- Can work independently as well as collaboratively
- Excellent written and verbal communication skills
- Organized with the ability to work in a fast paced, ever changing work environment
- Possesses skills in qualitative and quantitative research methods, project and time management
- Well versed in computer programs (Microsoft Office required)
- Demonstrate the ability to solve problems, analyze systems and data, and make suggestions for improvement

### **Physical Activities:**

- **Stooping.** Bending body downward and forward by bending spine at the waist. This factor is important if it occurs to a considerable degree and requires full motion of the lower extremities

and back muscles.

- **Kneeling.** Bending legs at knee to come to a rest on knee or knees.
- **Crouching.** Bending the body downward and forward by bending leg and spine.
- **Reaching.** Extending hand(s) and arm(s) in any direction.
- **Walking.** Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.
- **Lifting.** Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. This factor is important if it occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- **Fingering.** Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- **Grasping.** Applying pressure to an object with the fingers and palm.
- **Feeling.** Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- **Talking.** Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- **Hearing.** Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discriminations in sound.
- **Repetitive motion.** Substantial movements (motions) of the wrists, hands, and/or fingers.
- **Light work.** Exerting up to 20 pounds of force occasionally, and /or up to 10 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- **The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading.**
- **The worker is not substantially exposed to adverse environmental conditions (such as in typical office or administrative work.)**

**Level I | Part-time Internship for College Credit (Prior approval from intern's school needed for College Credit) or Stipend (\$599 for 150 hours).**

To be considered for this internship, applicants must send cover letter and résumé via email to: Ben Nyhoff at [hire@kidsfoodbasket.org](mailto:hire@kidsfoodbasket.org)

Applications will be reviewed as they are received. (NO CALLS PLEASE)