

## Intern Job Description

The Hendricks County Community Foundation (HCCF), located in Avon, IN, is looking for a dedicated intern to assist with various Foundation activities including implementation of our GIFT VII Community Leadership grant and 2019-2021 Strategic Plan. The Lilly Endowment GIFT (Giving Indiana Funds for Tomorrow) Community Leadership grant is an exciting opportunity for HCCF to expand our reach and impact in our community. This is an excellent opportunity for a full-time student to gain experience in the nonprofit and Community Foundation arena. This paid, part-time position will be supported in part by the Indiana Philanthropy Alliance and funded by the Lilly Endowment and its GIFT Community Foundation Intern program. Positions are available throughout 2019 and 2020.

### Key Responsibilities:

- Assist with GIFT VII Community Leadership grant activities, including
  - Community meeting logistics and follow up
  - Data analysis
  - Focus groups logistics, surveys and follow up
- Assist with donor research and cultivation
- Assist with awareness and marketing efforts, including print, social media and updating media files
- Administrative support for Fund research and development
- Assist with special events
- Assist with nonprofit outreach and capacity building efforts in the county
- Provide administrative support for GIFT VII activities, Fund research and development

### Other Responsibilities:

- Perform general office functions, such as answering phones, making copies, preparing mailings and updating the contact database
- Assist with necessary correspondence related to special events and scholarship and grants programs
- Attend various Board and Committee meetings as needed
- Other duties as assigned

**Necessary Qualifications/Skills:** Excellent writing and communications skills. Proficiency with Microsoft Office products: Word, Excel and Publisher.

**Start date:** ASAP

**Contact:** William Rhodehamel, President & CEO  
william@hendrickscountycf.org

Revised January 2019