



**Technology Grant Intern
Position Description
June 8, 2020- August 7, 2020**

The Community Foundation of Boone County (CFBC) has a paid internship position available.

Position Title: Technology Grant Intern

Reports To: CFBC Program Director, Barb Schroeder

Intern Responsibilities

The primary responsibility will be to support the granting processes at the Community Foundation of Boone County (CFBC). The intern will interact with staff, donors, and board members to allow him/her to gain a better understanding of philanthropy and the Foundation's role in the community.

- Assist Director in supporting the grants department of the Foundation
- Work in Community Suite (database) bringing together documents from various sources (paper, scanned) into one unified location, code grants properly, & link historical documents
- Assist Director in Donor Portal implementation, as needed
- Research best practices for grant reporting processes & formats to reach donors
- Gather completed final reports from grantees and build reports once data is all in one place
- Perform administrative & office support activities: field calls, filing, copying, & preparing for meetings
- Become familiar and comfortable with CFBC's mission and vision

Minimum requirements and abilities

- Undergraduate or graduate student at an Indiana college with freshman semester completed before applying
- Strong IT background & strong organizational skills
- Technology savvy – required usage of Microsoft Office & Google G-Suite
- Ability to work independently and take initiative
- Strong attention to details, ability to meet deadlines and good follow-through on tasks
- Ability to communicate with donors, board members, grantees & the general public in a courteous, helpful & respectful manner
- This position is an "in-house" position, working at the CFBC Office in Lebanon, IN. The ability to work remotely would potentially be needed based on possible future Covid-19 restrictions.

To apply, send your resume to barb@communityfoundationbc.org. The deadline to apply is May 30, 2020.

About the Community Foundation of Boone County

The Community Foundation of Boone County unites people, organizations and philanthropy to create a thriving community for all.

- We:
- Engage** the community and educate citizens on how they can make a difference here at home.
 - Invest** in people, programs and organizations that transform lives and communities.
 - Lead** a vision for collaborative solutions to address the root causes of challenges facing our community.
 - Forever.** The establishment & growth of permanent endowment funds will strengthen Boone County for generations to come.