



**Program Intern
Position Description
August 12, 2019 through December 31, 2019**

About the Community Foundation

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 and growth of permanent endowment funds will strengthen Boone County for generations to come.

Since 1991, the Community Foundation has granted over \$21 million back to Boone County.

About the Internship

The Community Foundation of Boone County is seeking a smart, creative and analytical intern who is capable and willing to complete a variety of program, operations and donor relations related tasks. The Community Foundation's Internship Program will give a student the opportunity to gain valuable experience while working directly with experienced Development, Program, and Operations staff. The intern will be provided with opportunities to interact with the entire organization, donors and board members to allow him/her to gain a better understanding of philanthropy and the Foundation's role in the community. This intern will be responsible for directly assisting with accounting and data/information systems assistance, several community events, and assisting staff with digitization and organization of foundation records and photos.

These will be the three major projects of focus, with the understanding that the intern will assist grant and scholarship staff as needed as well as perform general administrative duties as assigned. The internship is from August 12, 2019 through December 31, 2019 and allows up to 10 hours per week. The hourly pay rate will be \$10.00/hour. The position is based at the Foundation's Lebanon office. Flexibility in scheduling can be negotiated to accommodate academic/personal needs within the constraints of the Foundation's 9 AM to 4 PM five-day work week. Limited weekend and evening work may be required for events and donor meetings and may be included upon request for various data entry and mailing projects that can be completed outside of a normal work day schedule.

The scope of work, in order of priority, includes but is not limited to:

- Investment Committee and Accounting Division
 - Gain a greater understanding of the accounting and finance activities within the foundation.
 - Participate in Investment Committee meeting, and learn more about nonprofit accounting standards and practices.
 - Gift entry, acknowledgement, stewardship of gifts

- Accounts payable
- Direct assistant to the COO
- Marketing and Community Initiatives
 - Organize and compile a directory of all photos (paper and electronic) at the foundation.
 - Assist staff with event prep and logistics for Women of Impact, Boone County Leadership, Fundraising and Friend raising events, including event prep activities, registration tracking, and gift entry and acknowledgement.
- Database Transition Assistant
 - The foundation will be transitioning to a new donor database and CSR platform which will require learning donor database, data clean up, scanning/creating various files and data entry.
- Assisting with various projects throughout the organization which may include administrative duties.
 - Including, but not limited to, gift entry into database, gift acknowledgement letters, and general foundation mailings.
- Executive Assistance to the CEO
 - Learn and perform clerical tasks, like accepting and making phone calls, setting business meeting agendas, sending memos, accepting visitors, reviewing incoming reports, and setting the executive's daily schedule, confidentially reviewing emails and prioritizing on behalf of the CEO.
- Board Meeting Documentation
 - Update the newly created interactive document containing the agenda items from every board meeting since 2012. Each item will be hyperlinked to the accompanying document, the direct section of the board minutes regarding the item, and any additional documents.

Qualification Criteria

- College or graduate student working toward a degree or career in finance/accounting preferred, philanthropy, management, business
- Ability to communicate with donors, board members, grantees and the general public in a courteous, helpful and respectful manner. Confidentiality is critical.
- Ability to utilize Microsoft Office programs is required
- Familiarity with social media applications and some web experience helpful
- Ability to work independently and to take initiative
- Strong attention to details, ability to meet deadlines and good follow-through on tasks
- Happy in a fast paced, multi-task environment—but can do mundane and boring things, too
- Excellent communication and writing skills
- Good research and problem-solving skills
- Professionalism, candor, grace and a sense of humor under pressure
- Detail-oriented, well-organized, dependable, and able to handle multiple tasks while prioritizing and maintaining flexibility to meet deadlines

To apply, please send a cover letter and resume to Julie Cole Mecum: Julie@communityfoundationbc.org