

*Position Description*

## **Communications & Stewardship Intern**

### **POSITION OBJECTIVE**

FAO's Communications & Stewardship Intern will support the stewardship, communications, and program team in executing high-quality communications and donor stewardship activities during Fall 2016. The Communications & Stewardship Intern will play a vital role in ensuring the success of the Foundation in communicating with donors and other stakeholders, inspiring and supporting philanthropy throughout Appalachian Ohio.

### **ACTIVITIES**

- *Communications*
  - Support FAO staff in the creation and dissemination of major external collateral, including the 2016 annual report, print newsletter, annual appeal letter, and others as necessary
  - Compile monthly news clippings for board members and other stakeholders
  - Edit all external Foundation communications for clarity, conciseness, and consistency with the Foundation's mission
  - Create and share new content on the Foundation's Facebook page while exploring capacity to increase social media presence
- *Stewardship*
  - Work with the stewardship team to complete a variety of donor engagement activities
  - Complete local impact report research and make updates on a semi-annual basis following major grant cycles
  - Support grantmaking activities including donor and grantee communications
  - Assist with donor engagement events as necessary
- Assist with tasks related to FAO's programmatic initiatives, particularly grantmaking
- Other duties as assigned

### **OTHER DETAILS**

- Reports to FAO's Stewardship Associate
- Paid internship position at \$10/hour for 20 hours per week
- Intern is expected to work for 15 weeks, the duration of Fall semester, with the possibility to extend the internship to the Spring Semester
- Required to report to FAO headquarters in Nelsonville, Ohio
- The Foundation will provide a laptop and workstation, though space may be shared
- Intern may be expected to assist with other Foundation projects, giving the intern the opportunity to learn about the Foundation's work more broadly
- Strong written and verbal communication skills as well as excellent interpersonal skills are essential
- Intern must be highly organized and attentive to detail
- Past experience with Adobe Suite programs, WordPress, Eventbrite, or MailChimp is desirable

### **APPLICATION**

To apply, please send a cover letter and resume to [kmorman@ffao.org](mailto:kmorman@ffao.org). We regret we are not able to personally respond to each individual candidate and will contact you if we would like to set up an interview. **The first round of interviews will start on Friday, September 9, 2016.**