



## POSITION DESCRIPTION

**ORGANIZATIONAL ROLE:** Institutional Giving Intern

**DEPARTMENT:** Development

**REPORTING RELATIONSHIPS:** Senior Manager, Institutional Giving

### POSITION OVERVIEW:

Children's Health Fund (CHF) is a nonprofit organization that supports a national network of primary health care programs for medically underserved children and families. We are seeking a newly graduated or soon-to-graduate professional with excellent writing skills and a high attention to detail for an internship focusing on institutional giving

CHF's Institutional Giving Team raises funds from private and corporate foundations, government agencies, and other sources, as well as coordinating employee engagement opportunities and community giving programs for corporations.

### PRINCIPAL ACCOUNTABILITIES:

***Institutional Giving*** – Under the supervision of the Senior Manager, Institutional Giving, the Intern will assist with all aspects of foundation and corporate relations, including:

- Research potential corporate and foundation funding opportunities.
- Write letters of inquiry, concept papers, grant proposals, program reports, and boilerplate language.
- Assist with coordination and implementation of employee engagement events and donor site visits.
- Perform additional tasks to support the Institutional Partnerships Team and the Development & Communications Department, as assigned.

## **POSITION REQUIREMENTS:**

- ❑ Master's Degree, nearing completion or recently completed, in Public Administration, Nonprofit Management, Public Health, or other related field.
- ❑ Ability to handle and prioritize multiple projects simultaneously in a fast-paced, deadline-driven environment.
- ❑ Excellent verbal communication and writing skills.

## **ADDITIONAL INFORMATION**

Time Commitment: 6 weeks minimum (up to 3 months maximum); 22.5 hours per week

The Children's Health Fund is an Equal Opportunity Employer and is committed to a diverse work environment.

No pay, but monthly metro card and class credit if educational institution accepts academic internship credits.

## **HOW TO APPLY**

If interested, please send your resume and cover letter to [resumes@chfund.org](mailto:resumes@chfund.org).

No phone calls, please.

For further information on our programs, please visit our website [www.childrenshealthfund.org](http://www.childrenshealthfund.org) and check out the Healthy and Ready to Learn Resource and Training Center website, [www.hrl.nyc](http://www.hrl.nyc)