



MFANGANO ISLAND • SUBA DISTRICT, KENYA

2016 Development Intern

Organic Health Response

The Organic Health Response (OHR) is a small and growing nonprofit organization that supports the people of Mfangano Island, in Western Kenya to strengthen the health, resilience and voice of their communities. Registered as a 501(c)3 status organization in Colorado, the Organic Health Response is working to grow and diversify our donor base within the United States in 2016.

Position Overview

OHR is seeking a highly detailed-oriented and motivated *Development Intern* to oversee the successful implementation of the 2016 Fund Development Plan. This position will support the Director of Operations and Fund Development Committee to ensure the strategic goals outlined in the plan are underway and in-line with the set timeline.

Key Responsibilities

- Provide oversight and management of the 2016 Fund Development Plan calendar
- Track progress and accomplishment of strategic goals
- Create individualized development plans with board and committee members and ensure each member is able to successfully complete their development activities by proposed timeline
- Responsible for scheduling Fund Development Committee Meetings
- Collaborate with the development team to create a culture of philanthropy within the organization
- Other activities may include: donor engagement and stewardship management, foundation, corporate giving and individual prospect research, grant writing, special event support, and donor database research.

Qualifications, Skills, & Knowledge

- Current student looking to fulfill undergraduate or graduate requirements in nonprofit management or public administration program or recent graduate of related field
- Demonstrated experience or knowledge of nonprofit development planning
- An active interest in gaining experience in the field of fund development and foundation, government, and corporate giving
- Enthusiasm for philanthropy and ability to share this passion with other members of the organization

- Self-starter, strong organizational skills, attention-to-detail, ability to work independently as well as part of a team, ability to manage multiple projects on tight deadlines, cross-cultural communication skills
- Basic computer proficiency including Microsoft Office Suite, experience with donor database platforms a plus
- Some experience with social media management desired

Requirements

- Must work from personal computer

Duration

10-15 hours per week with a minimum 3-month commitment (6-8 month commitment preferred), schedule is flexible

Start date: April 15, 2016

Location

The Organic Health Response has staff and board members across the US. This internship is distance-based, however, preference will be given to a candidate in Minneapolis/St. Paul, MN. The Development Intern supervisor, is based in St. Paul, MN.

Compensation

Although this is an unpaid position, this is an exciting opportunity for any individual seeking to gain direct experience with development planning and implementation in a small nonprofit. Throughout the internship, this individual will gain hands-on experience managing a fund development plan process - from planning and preparation to implementation and follow-up. There is also direct opportunity to develop skills in donor research and engagement, grant writing, and board education in this process. This is a perfect opportunity for any individual excited about philanthropy and is passionate about building a strong culture within a young organization!

To Apply

Please send your resume + answers to the below questions by April 1, 2016 to Kelsi Hines at khines@organichealthresponse.org.

- 1) What excites you about this position and what are you hoping to gain from it?
- 2) Please describe one of your skill sets that will directly benefit you in this position?

Information

For more information about the Organic Health Response, visit our website at www.organichealthresponse.org or contact Kelsi Hines at khines@organichealthresponse.org.