

*The* **MOYER** *Foundation*

Giving Hope to Children  
Experiencing Grief and Family Addiction

CELEBRATING 15 YEARS OF HELPING CHILDREN

<b>POSITION TITLE:</b>	<b>Development &amp; Research Coordinator Intern or Extern (Unpaid/School Credit)</b>
<b>REPORTS TO:</b>	<b>Director of Development</b>
<b>LOCATION:</b>	<b>Philadelphia</b>
<b>HOURS:</b>	<b>Minimum 12 hours per week (some hours remote may be permitted)</b>
<b>LOCATION:</b>	<b>Philadelphia</b>
<b>TIMING:</b>	<b>Spring 2017 Semester</b>

#### **GOALS OF INTERNSHIP**




The ideal candidate will be afforded the opportunity to learn how to utilize a CRM database and donor research software, improve communication and presentation skills, better understand nonprofit structure and operations and participate in meetings with current or potential donors and attend events as available.

#### **INTERNSHIP DESCRIPTION**

The ideal candidate will have an interest in learning about nonprofit development and relationship building. Duties shall include but not be limited to: performing funding research to identify and better understand donor opportunities, supporting corporate relations' relationships, working closely with development and communications staff to enhance the development infrastructure by inputting data into Salesforce, creating Power Point presentations, preparing for and attending marketing and development meetings via phone or in person (in accordance with intern ability and availability), assisting with fundraising events and outreach, and refining donor appreciation and cultivation strategies.

#### **Qualifications and Attributes**

- Excellent communication and interpersonal skills
- Proficiency in PowerPoint and other Microsoft Office products, understanding or willingness to learn CRM and donor database software.
- Attention to detail, strong research skills, and ability to prioritize with limited supervision ☒

- A get it done, self-directed, enthusiastic, team player, ability to pitch in where needed 
- Willingness to learn and work independently 
- Confidentiality and discretion required 

### **How to Apply**

Email resume and cover letter to Jean Heflin Kane, HR Director at [jean@moyerfoundation.org](mailto:jean@moyerfoundation.org) by February 1, 2017.

### **The Moyer Foundation**

The Moyer Foundation's (TMF) mission is to provide comfort, hope and healing to children and families affected by grief and addiction. Founded in 2000 by World Series champion pitcher, Jamie Moyer, and his wife, Karen, The Moyer Foundation supports thousands of children and families each year through its programs and services offered free of charge. Camp Erin® is the largest national bereavement program for children and teens grieving the death of someone significant in their lives. Camp Mariposa® is an addiction prevention and mentoring program for youth impacted by the substance abuse of a family member. The Moyer Foundation Resource Center extends the Foundation's continuum of care by providing robust online resources and personalized support for families experiencing grief or addiction.