



Vacancy Announcement- Intern

Contact:

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Advancement Assistant - Intern

The Arc of Dauphin County is accepting applications for an Advancement Assistant Internship. Submit a cover letter, resume and references to: hr@arcofdc.org

JOB DESCRIPTION

Responsible to: Director of Advancement

Supervises: N/A

Hours: Full or Part-time, M-F

Classification: Internship

Salary: \$0

JOB PURPOSE AND SUMMARY:

Do you enjoy marketing and research? Do fundraising and meeting new people come easily for you? The Advancement Assistant Intern will be responsible for assisting the organization in the development and implementation of its marketing, business development (fundraising, grant research and writing, etc.), and public relations plans. This will be accomplished through developing, maintaining and expanding marketing channels/methodologies to the professional community and the public at large.

About us: We are a nonprofit organization, in existence since 1953 in Harrisburg. Our mission is to help those with intellectual and developmental disabilities. We operate many programs that are in schools, in our own campus, and in private homes. We help students with intellectual disabilities prepare for the real world, especially competitive employment; we help families find services that will help their child/ward. We champion rights and inclusiveness for those with intellectual and developmental disabilities. You can find out more at our Website, www.arcofdc.org.

QUALIFICATIONS

The ideal candidate will be an Undergraduate Junior, Senior, or enrolled in a Master's program pursuing a degree in Business Communications, Marketing, Journalism, etc. Non-profit experience is helpful, but not required. Time commitment is approximately 30-40 hours per week between June and September.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must have excellent organizational skills, attention to detail, and the ability to prioritize in a changing environment
- Must have excellent interpersonal skills and follow-up skills, proactive problem prevention and issue resolution leadership ability
- Leadership potential
- Proficiency in Microsoft Word, Excel, Internet, and Outlook required
- Ability to learn other software programs
- Strong verbal and written communication skills required
- Ability to work independently and as part of a team

DUTIES AND RESPONSIBILITIES

Essential Functions

General Duties:

- Assist with the execution of fundraising strategies to raise budgeted goal from corporations, individuals, and foundations
- Partner with Director of Advancement, President/CEO to grow relationships for major gifts and board / volunteer recruitment
- Assist with grant solicitation from corporations and foundations in partnership with the Director of Advancement and President/CEO
- Assist with execution of special events including Family Fun Day, Million Dollar Golf *Outing*, and Art Showcase as well as future events
- Assist in coordinating various marketing methods including, direct mail, print ads, networking, internet, social media, and develop new methods of marketing
- Assist with managing a Customer Relationship Management (CRM) System
- Assists with sponsor solicitation for program activities
- Identifies committee members, leads the effort to build stronger committees and identifies and builds volunteer and donor support networks
- Research and compile statistical and technical information to support fundraising efforts
- Assist with proposal writing and prepare communication-type documents (notifications, public information, etc.)
- Communicate effectively with internal and external clients
- Present information at meetings
- Work collaboratively with Directors, Supervisors, Board of Directors, staff of The Arc of Dauphin County
- Attend conferences and networking events representing The Arc of Dauphin County
- Network with others in the industry to develop new business opportunities

Non-Essential Functions

- Perform other duties as requested by the Director Advancement or President-CEO

Communication

Employee must demonstrate excellent written and oral communication skills, including command of grammar and punctuation, excellent proofreading skills, and the ability to communicate effectively and courteously in person, over the telephone, and via email.

Physical Demands

While performing the duties of this job, the employee is regularly required to talk, hear/listen, write, type, and walk/move frequently. The incumbent may regularly make visits to agencies, businesses, and event venues with the Director of Advancement. The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment

The Arc of Dauphin County staff work in a friendly environment. The noise level in the office is generally quiet, but with constant interruptions.

DISCLAIMER

The information provided in this description has been designed to indicate the general nature and level of work performed by incumbents within this job. It is not designed to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications and working conditions required of employees assigned to this job. Management has sole discretion to add or modify duties of the job and to designate other functions as essential at any time. This job description is not an employment agreement or contract.

EOE M/F/D/V