



Announcement
Fund Development Internship
Community Health Center

The ideal candidate will have previous experience working with a non-profit organization, preferably in health, and bring the following competencies:

- A passion for building organizational capacity in the nonprofit sector
- Excellent at internet research
- Phone skills
- Data entry and database experience
- Technical writing and editing
- Design and marketing skills

The following criteria are required to be eligible to apply for the position:

- A minimum of two years of study at an accredited community college.

Time commitment: 3 to 9 months at a minimum of 16 hours per week. Day to day hands-on training opportunities will include any or all of the following activities:

- Being a member of a Community Health Center development team
- Administrative support
- Grant prospecting and applications
- Support for grants management & capital campaign
- Writing/editing for website and marketing publications
- Fundraising event coordination and support
- Cultivating online outreach strategies
- Research, development and preparation of proposals to support RFHC core capacity and programs

In addition to hands-on training, interns may attend a Foundation Center workshop and/or be sent to other scheduled development trainings with outside agencies or consultants. These training opportunities will be structured based on the intern's and RFHC's needs.

RFHC will support one to two Fund Development Interns on a rolling basis. This is an unpaid internship.

Please email a resume, cover letter, and one writing sample demonstrating an ability to organize and present information in a clear and concise manner to christinal@ravenswoodfhc.org.