

Development Intern

COMPANY OVERVIEW:

HealthStart's mission is to provide the blueprints for building healthier communities through children's health science education. We teach kids how their body works, what it's made of, and how this relates to what to eat and how to keep their bodies healthy. HealthStart lessons also teach kids that taking care of one another, and our environment builds community health and wellbeing.

HealthStart seeks an intern interested in building a healthier future for our children by supporting efforts to expand fundraising opportunities while building a pipeline of potential clients, community partners, corporate sponsorships, and grant funding. Our Development Intern will gain experience in business development, grant writing, research, communications, and nonprofit work.

RESPONSIBILITIES:

HealthStart seeks a part-time Development intern with highly developed organizational skills, time management, and research skills. Interns work 12-15 hours per week under the supervision of our Program & Communications Manager.

Job responsibilities may include:

- Support HealthStart's Development Committee in identifying prospects that align with HealthStart's mission
 - o Research influential groups in the community for collaborative partnerships.
 - o Research potential clients, including school districts, day care centers, afterschool programs, etc.
- Draft content to support outreach to prospects
- Work with the HealthStart team to develop a strategy for recruiting new school partners.
- Assisting with community outreach and other activities that educate and raise HealthStart's profile
- Seeking out new grant funding opportunities which align with HS mission and report findings
- Assist in writing and editing high-quality grant proposals to governments, foundations, and corporations, in accordance with each grantmaker's preferences and requirements
- Report progress/findings to HealthStart's Development Committee when necessary
- Other development related tasks as assigned

QUALIFICATIONS

Candidates for the position must have experience with or a strong interest in public health, health promotion, nonprofit development, or related activity. A strong interest in health and wellness or

early childhood education is preferred. Must be familiar with basic computer operations including MS WORD, EXCEL, and the Internet.

In addition, candidates should have some or all of the following skills:

- A willingness to learn new things or new ways of doing things
- Ability to meet deadlines with little or no daily onsite supervision
- Attention to detail
- Excellent verbal and written communication skills
- Enthusiasm about making a difference
- Bilingual preferred

Compensation

This is an unpaid internship.

Application Due Date

12/10/2021

Start Date

1/14/2022

To Apply

Interested candidates should submit a resume and cover letter (required) by email to Sharon Burley at sharon@healthstartfoundation.org. Two references required.

Applicants may perform their internship tasks remotely and participate in weekly virtual staff meetings(every Friday, time TBD) and Development Committee meetings (3rd Monday of every month).