



Position Title: Fund Development and Relationship Building Intern

Reports To: Manager of Partner Support, Training, and Engagement

Work Location: Primarily Virtual; In-Person for Events and Some Meetings

Job Type: Internship

Essential Duties and Responsibilities: Under the direction of the Director of Growth & Development, the MSW Intern will implement and track resource development initiatives carried out on behalf of MCAH.

Resource Development

- ☐ Create and implement direct mail campaigns
- ☐ Create update messages to past donors
- ☐ Create thank you and update messages to current donors
- ☐ Develop and maintain relationships with members and other donors
- ☐ Research and develop prospect opportunities to solicit foundations, corporations, and individuals
- ☐ Report on progress of initiatives
- ☐ Develop grant proposals to foundations
- ☐ Represent MCAH at meetings with funders, conferences and events, as directed

Special Events

- ☐ Assist the Director of Growth & Development in the planning, development and implementation of special events

Recordkeeping

- ☐ Working with the resource development team, update information and reports in the CRM software used by MCAH
- ☐ Assist in the implementation of a new CRM for the organization

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