



INTERNSHIP JOB DESCRIPTION
A Family For Every Child/ Heart Gallery
Development/Funding/Grant Writing/RFP
Intern/Volunteer Job Description

AGENCY DESCRIPTION:

AFFEC is a nonprofit organization located in the Oregon.

AFFEC'S mission is to finding loving, permanent families for every waiting foster child.

JOB SUMMARY: Work with ED to identify funding opportunities around grants, RFP's, Family Foundation, Business/Organization, and other Development opportunities

INTERN RESPONSIBILITIES:

Under the supervision of the Christy Obie-Barrett, the intern will:

- Research Funders, identify ones that are a good match for us
- Build a funding calendar and grants to be done when
- Research partnerships with businesses for Large inkind donation, Volunteer or other business supported funding
- Begin out reach, develop relationships, enter all information in our data base
- Make sure all needed documents, in relation to funding are on the web and current. As well as in our data base
- Develop process for follow up and thank-yous

EDUCATION NEEDED: some computer skills, good writing skills, some non profit experience

SKILLS/QUALIFICATION REQUIRED:

- Excellent oral and written communication skills, with ability to communicate with diverse populations
- Computer skills/Data entry
- Experience using Microsoft Excel and PowerPoint programs
- Well organized with attention to detail and ability to carry out tasks independently
- Ability to meet deadlines

PERSONALITY BEST SUITED FOR THIS POSITION: out going, driven, dedicated, confident, good writer

EXPERIENCE OR SPECIAL SKILLS DESIRED: Team player, attention to detail, follows through

SCHEDULE:

3-6-9 month commitment, ongoing project

9 hours a week or more

This could be done from home after a period of training and trial

Could be several people and divided based on funding type

CONTACT: Volunteer Coordinator info@afamilyforeverychild.org 541-343-2856

ASSIGNED TO _____

DATE ASSIGNED _____

DATE ENDING/COMPLETED IF ONE _____