



Experience Design Internship

Start & End Date:

August 22, 2022 - December 23, 2022

Unpaid Internship (could extend past end date)

Applicable Majors/Minors:

Experience Design, Communications, Public Relations, Nonprofit Management

Why this position matters:

This internship is a great opportunity for you to learn what it is like to work in a growing nonprofit charity and take care of donors. You will become a trusted member of the team with considerable responsibilities and lots of support and training. You will be able to show future employers how, because of your leadership and creativity, you improved donor appreciation and retention and increased donations to help hundreds of orphans!

If you've ever wondered how to maintain and grow the donor base of a nonprofit, this job is for you! As someone we entrust as one of our front line team members, you inspire others to trust A Child's Hope Foundation and increase their involvement. We work hard to create emotionally uplifting experiences for donors so they understand how important they are in our mission of lifting orphans from surviving to thriving!

In short you will be responsible for:

- Planning, supporting, and executing various donor events
- Managing, improving, and designing new touchpoints of donor connection (thanking, welcoming, gifting, collecting personal details, etc.)
- Reporting back to donors on the use of their funds
- Researching past donors, identifying personas, and creating strategic plans to engage them
- Working with marketing to prepare campaigns and collateral materials to engage our donor base
- Database management

Required Skills:

- A creative mind with an ability to suggest improvements
- Ability to work on a team as well as independently
- Excellent written and verbal communication skills for copywriting; proficient in English
- Strong organizational and planning skills in a fast-paced environment
- Attention to detail and problem solving skills
- Excellent time management skills; able to prioritize

A note from the Executive Director:

If you want to apply for this job, the following should be true of you:

- You need to take initiative and be willing to make mistakes. We've failed lots in the past and try to make new mistakes every day because we believe that is how you learn the quickest. You need to trust us to be cool and you need to be vulnerable.
- You aren't assumptive, you look for clarity and don't mind looking ignorant because you care more about being valuable than looking smart. You will understand why you are doing what is asked of you because you know we expect you to use your brain and make judgment calls regularly.
- You are crazy-organized and productive. Maybe you've read Getting Things Done by David Allen and you've made it your own (that would probably make you a shoe-in candidate).
- You should know yourself pretty well - knowing your strengths and weaknesses (bonus points if you include your top 5 strengths from Gallup's Strengthsfinder assessment in your cover letter).
- You should be confident and friendly, not intimidated by others. You should be direct and to the point and not worry about hurting our feelings (but don't be mean).
- You need to be task oriented and love knocking things off your checklist. This is a big one.
- You should be able to read this list of tasks and competencies and figure out how to present yourself in a personal letter to us explaining why you would likely be a great fit (even though you may be missing one of the attributes we are looking for). You would be able to know what would count as evidence that you are smart and capable enough to roll with us. If you just send a resume and not a cover letter you won't hear back from us because you aren't a careful enough reader to get the job (though you read this far, so you obviously will include it).



About Us:

A Child's Hope Foundation (ACHF) is a 501(c)3 public charity that's mission is "Lifting Orphans from Surviving to Thriving." Please check us out at www.achf.org and look for us on FB and Instagram.

To apply, email your cover letter and resume to info@achf.org.