



## Kennari Consulting Internship Job Description

<b>Job Title:</b>	Intern	<b>Position Type:</b>	Part-time, 8 - 12 hours per week
<b>Department/Group:</b>	Reports to Director	<b>Education Required:</b>	High School; bachelor's in progress
<b>Location:</b>	Grand Rapids, MI	<b>Travel Required:</b>	Intermittent local travel
<b>Compensation:</b>	Bi-monthly	<b>Internship Time:</b>	Winter/Spring semester 2022
<b>To Apply:</b>	Submit Resume and Cover Letter by email to <a href="mailto:kim@kennariconsulting.com">kim@kennariconsulting.com</a>	<b>Mission:</b>	To support, train, and provide resources to nonprofit organizations in the areas of annual giving, capital fundraising, and grant writing.

### General Summary

The intern will work with Kennari Consulting staff to enhance our clients' programs of philanthropy. This position will support client and internal projects with event planning, creation of communication/presentation materials, research, data entry, and process improvement.

### About Us

Kennari Consulting is the most established firm in West Michigan specializing in capital campaign management, annual giving development, and grant writing. We help nonprofits evolve their fundraising, using a customized approach that develops an organization's roadmap and resources for philanthropy. Our full spectrum of services includes but is not limited to: capital campaign readiness and implementation, annual giving assessment, database conversion and support, fund development coaching, event consulting, program and project development, and grant writing services.

We work with over 90 nonprofit organizations annually, located throughout Michigan and the U.S. Our clients range in size and focus, including Arts & Culture, Education, Healthcare, Social Services, Faith-Based, Recreation & Greenspace, Literacy, and more. A few examples of organizations we are currently working with are the Grand Rapids Symphony, Mary Free Bed Rehabilitation Hospital Foundation, Grand Rapids Public Schools, and Meals on Wheels.

### Essential Functions include (but are not limited to):

- Event planning: Scheduling and logistics of monthly client round tables and business development presentations
- Shadowing: Shadowing consultants during their meetings with our nonprofit clients, allowing the opportunity to gain exposure to professional business meetings, follow client progress, and meet community leaders
- Marketing and Communications: Participating in an internal marketing committee to develop and execute company marketing strategies; Supporting creation and/or development of company and client communications, including social media updates, blog posts, eNewsletter articles, PowerPoint presentations, and marketing materials
- Research: Researching fund-development, nonprofit, or client-specific data/trends; Presenting findings to internal and client audience(s) (written and verbally)
- Data tracking: Tracking of internal client data in DonorSnap (CRM) and Redbooth (Project Management)
- Professional Development: Accessing professional development opportunities such as workshops, networking events, and industry webinars
- Office management: Supporting daily office operations
- Other duties as assigned

### Qualifications:

- Professional presentation, with excellent verbal, written, and interpersonal communication skills
- Ability to multi-task and work independently and efficiently
- Excellent organizational and time-management skills, with accuracy and attention to detail
- Working knowledge of Microsoft Office and Social Media tools
- Ability to work collaboratively with a strong customer-service orientation on a project-by-project basis

<b>Approved By:</b>	Kimberly Kvorka	<b>Date:</b>	9/28/21
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**Disclaimer:** The above statements are intended to describe the general nature and level of work being performed by the people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. The listed duties may be changed at the discretion of the incumbent's manager/supervisor.