



Kennari Consulting Internship Job Description

Job Title:	Intern	Position Type:	Part-time, 8 - 12 hours per week
Department/Group:	Reports to Admin Director	Education Required:	High School; bachelor's in progress
Location:	Grand Rapids, MI	Travel Required:	Intermittent local travel
Compensation:	Bi-monthly	Internship Time:	Winter/Spring semester 2023
To Apply:	Submit Resume and Cover Letter via email to kim@kennariconsulting.com by November 2	Mission:	To support, train, and provide resources to nonprofit organizations in the areas of annual giving, campaign 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 one of the largest full-service fundraising consulting firms in Michigan. We help nonprofits evolve their fundraising, using a customized approach that develops an organization's road-map and resources for philanthropy. Our full spectrum of services include, but are not limited to: capital campaign readiness and implementation, annual giving assessment, database conversion and support, fund development coaching, board development, grant writing, project and program development, and event consulting.

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 Public Museum, Mary Free Bed Rehabilitation Hospital Foundation, and Boys & Girls Clubs of Grand Rapids.

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: 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); Assisting with research and/or clean up of client data
- 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 programs and Social Media tools
- Ability to work collaboratively with a strong customer-service orientation on a project-by-project basis

Approved By:	Kimberly Kvorka	Date:	9/12/22
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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.