



## Kennari Consulting Internship Job Description

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|--------------------------|--|----------------------------|-------------------------------------|
| <b>Job Title:</b>        | Intern   | <b>Position Type:</b>      | Part-time, 8 - 12 hours per week    |
| <b>Department/Group:</b> | Reports to Admin 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>     | \$15-17/hour, paid bi-monthly  | <b>Internship Timing:</b>  | Summer semester 2024                |
| <b>To Apply:</b>         | Submit Resume and Cover Letter to <a href="mailto:kim@kennariconsulting.com">kim@kennariconsulting.com</a> by March 29 |                            |                                     |

### General Summary

The intern will work with Kennari Consulting staff to change the face of philanthropy, moving nonprofits of all sizes to greater capacity and meaningful impact within the communities they serve. 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 includes, but is 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, Aquinas College, YMCA of Greater Grand Rapids, and the West Michigan Hispanic Chamber of Commerce.

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

- Event planning: Scheduling and logistics of client-facing educational programming and business development presentations
- Fund Development Office Support: Partnering with a local nonprofit client to participate in development activities, including donor thank you notes and calls, social media posts, donor database tasks, and/or other activities as assigned
- Shadowing: Shadowing consultants during their meetings with 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, strong customer-service orientation, and excellent verbal, written, and interpersonal communication skills
- Ability to work both collaboratively and independently
- Excellent organizational and time-management skills, with accuracy and attention to detail and ability to multi-task and work efficiently
- Working knowledge of Microsoft Office programs, Google Suite, and Social Media tools

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| <b>Approved By:</b> | Kimberly Kvorka | <b>Date:</b> | 2/12/24 |
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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.