

## Partnership for a Healthier America

### Development Internship

The Partnership for a Healthier America (PHA) is devoted to working with the private sector to ensure the health of our nation's youth by helping solve the childhood obesity epidemic within a generation. Founded in 2010 in conjunction with – but independent from – The Former First Lady's *Let's Move!* Initiative, PHA is a nonpartisan, nonprofit that is led by some of the nation's most respected health and childhood obesity advocates.

**Internship Description:** The intern's primary responsibility will be to assist the Development Team with a variety of fundraising activities including the Building a Healthier Future Summit, the Fit to Celebrate Gala, researching and securing new foundation funders, as well as contributing towards responsibilities that help to generate revenue for the organization.

#### Roles and Responsibilities:

- Collaborate with PHA Development team to build prospect lists consisting of corporate, individual and foundation funders and initiate outreach to the people to setup meetings and conversations
- Manage the 2017 Fit to Celebrate Gala silent auction by soliciting companies and businesses for donations, writing auction descriptions, managing the auction software, and generating acknowledgements
- Assist with the 2017 Fit to Celebrate Gala by managing sponsor-related materials and preparing outreach strategies
- Assist with solicitation of exhibitors for the 2017 Building a Healthier Future Summit
- Assist with planning for the 2018 Building a Healthier Future Summit by preparing materials and pitch decks
- Assist with drafting foundation proposals
- Help the team to maintain accurate and timely information in Salesforce
- Provide general administrative support to the entire Development team
- Participate in brainstorming sessions and meetings to help optimize the work of the Development team

#### Minimum Qualifications:

- In progress or completed bachelor's degree in business, communications, public health, or a related field.
- Excellent verbal, interpersonal and written communication skills in English; ability to write and present data and information in a compelling way to different audiences

- General knowledge of childhood obesity and its contributing factors
- Understanding and interest in improving the health and well-being of people across the country
- Interest in learning more about fundraising and related activities
- Ability to work effectively in a fast-paced environment
- Strong time management and organizational skills; demonstrated ability to work well independently and in teams
- Track record of being able to produce work in a timely manner and with flexibility when necessary to adapt to changing work conditions
- Ability to read carefully, follow directions and attend to detail
- Proficiency in MS Word, Excel and PowerPoint
- Savvy Internet research skills as well as a willingness to use print materials and telephone skills for extended research

If interested, please email a cover letter, resume, and writing sample (no more than 2 pages) to [jobs@healthieramerica.org](mailto:jobs@healthieramerica.org). Include "Development Intern Fall 2017" in the subject line.