

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 Innovating a Healthier Future Summit (IHF) – May 2-4, 2018 – and the Fit to Celebrate Gala (FTC) – Fall 2018 – 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 set up meetings and conversations.
- Assist with the IHF Summit exhibitor and sponsor outreach.
- Draft and edit communication for e-marketing, social media, and solicitations to prospects for both IHF and FTC.
- Track IHF exhibitor and sponsor deliverables through an online project management tool.
- Manage the FTC silent auction by soliciting companies and businesses for donations, writing auction descriptions, managing the auction software, and generating acknowledgements.
- Assist with the FTC Gala by managing sponsor-related materials and preparing outreach strategies.
- Assist with preparing IHF exhibitor and sponsor recap reports post-event.
- Prospect potential foundation funders for PHA and assist with outreach/cultivation.
- 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.
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Minimum Qualifications:

- In progress or completed bachelor's degree in business, communications, public health, or a related field.
- Ability to work a minimum of 24 hours/week in the PHA office, from January (flexible start date) through the 2018 PHA Innovating a Healthier Future Summit (May 2-4th).

- 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 wellbeing of people across the country.
- 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. Include "Development Intern Spring 2018" in the subject line.