



DEVELOPMENT OFFICE INTERN

Supervisor: MJ Meenen, Director of Development

The Homeless Children's Education Fund (HCEF) is the premier agency solely dedicated to helping the more than 3,500 children who find themselves homeless each year in Allegheny County. Founded in 1999 as a 501(c)(3) non-profit organization, HCEF actively partners with a wide variety of organizations to help homeless children succeed academically and works to ensure that they are afforded equal access to the same educational opportunities and experiences as their peers.

Primary Responsibilities

The Development Office Intern will work with the HCEF Director of Development and appropriate committees to:

- Produce the 20th Anniversary Champions for Children gala
- Develop HCEF teams for the Pittsburgh Marathon
- Build on relationships with HCEF supporters
- Garner donations
- Interact with the business and professional community
- Research new possibilities for support
- Import accurate data in various formats
- Grow the HCEF social media sites
- Gain grant making experience

Qualifications

- Passion and interest in learning about nonprofits
- Excellent with all Microsoft products
- Friendly telephone manner and written communications
- Attention to detail in all tasks including database entry
- Comfort level in creating engaging social media posts
- Interest in business, marketing, communications and education
- Able to commit to **6-8 hours** per week.

This internship is unpaid, but college credit is available. All interested candidates should send an email with resume and cover letter to MJ Meenen at mjmeen@homelessfund.org and ask for the HCEF Internship application.