

Intern Job Description: Report on Giving/ Benchmarking and Research Intern, Spring 2018

Established in 1967, The Association for Healthcare Philanthropy (AHP) is the leading authority in standards, knowledge and leadership in health care philanthropy. AHP is an international professional organization dedicated exclusively to developing the men and women who encourage charity in North America's health care organizations. For more information please visit www.ahp.org.

Position: Report on Giving/ Benchmarking and Research Intern

Description:

AHP seeks a self-starter to assist with the association's research products, to include customer service, research and office tasks for the Membership/Partnerships departments. This opportunity provides first-hand nonprofit experience in analysis, database management and multi-channel marketing.

Responsibilities Include:

- Assist in analysis of completed Report on Giving and Benchmarking survey data for the purpose of communicating over-arching trends in healthcare philanthropy
- Writing and editing digital communications, marketing collateral, and reports related to AHP's Benchmarking program and Report on Giving Survey
- Developing PowerPoint decks, including creating decks from written reports and graphs
- Conducting short- and long-term research related to best practice benchmarking across selected organizations, AHP's Benchmarking and Report on Giving program, and data mining
- Conducting outbound phone contact using scripted messages; handling inbound inquiries related to AHP's Benchmarking program and Report on Giving Survey
- Revising data in the Benchmarking platform to include updating user information, synthesizing user data against the AHP membership database
- Other duties as assigned

Minimum Qualifications:

- Must be working toward a college degree, preferably in a related field (e.g., research, health care informatics, marketing)
- Must possess excellent written and oral communication skills
- Must possess emotional intelligence and excellent interpersonal skills
- Proficiency in PowerPoint highly desired

Desired Qualifications:

- Proficiency with word processing, Excel, and databases
- Understanding of database maintenance and reporting
- Proficiency in SlideShare, Adobe InDesign, and Photoshop
- Customer Service experience

Term, Hours and Compensation:

Starting in January 2018, the intern will work 10-20 hours per week through the conclusion of Spring term. The compensation will be \$10 per hour.

Location: Falls Church, VA; office is planning a move to Crystal City, VA in March or April, 2018.

To Apply: Qualified candidates should send **resume** and **cover letter** (be sure to clarify availability and whether seeking paid or for-credit internship) to [Bob McDonald](mailto:Bob.McDonald@ahp.org) with *Spring 2018 Benchmarking/Research Intern* in the subject line. Applications without the required skills and experience will not be considered. NO PHONE CALLS PLEASE.

Management reserves the right to review and revise this document at any time. This document represents a description of intended job content, and should not be construed in any way to be a contract of employment.