

## **Intern Job Description: Business Development Intern, Fall 2019**

Established in 1967, The **Association for Healthcare Philanthropy** (AHP) is an international professional organization dedicated exclusively to development professionals who encourage charity in North America's health care organizations. For more information please visit [www.ahp.org](http://www.ahp.org).

**Position:** Business Development Intern

### **Description:**

AHP seeks a self-starter to assist with communications, presentations, research and office tasks for the Membership and Business Development department. This opportunity provides first-hand nonprofit experience in membership, exhibit and sponsorship sales and service, and data research.

### **Responsibilities Include:**

- Researching and updating membership records requiring validation (i.e., LinkedIn group subscriber requests, email bounce-backs, return mail)
- Data mining prospective new members, exhibitors and sponsors
- Updating membership data as directed by the Director of Membership & Business Development
- Collating, envelope stuffing, filing, conducting outbound phone contact using scripted messages, and other duties as assigned

### **Minimum Qualifications:**

- Must be working toward a college degree, preferably in a related field (e.g., English, Marketing/Communications, Advertising, Public Relations)
- 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 web analytics
- Proficiency in SlideShare

### **Term, Hours and Compensation:**

The intern will work 10-20 hours per week through the fall semester. The compensation will be \$10 per hour.

### **Location:**

Arlington, VA

**To Apply:** Qualified candidates should send **resume** and **cover letter** (be sure to clarify availability and whether seeking paid or for-credit internship) to [becky@ahp.org](mailto:becky@ahp.org) with *Fall 2019 Business Development 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.*