

# digital philanthropy intern

## JOB DESCRIPTION

### Overview

A small and dynamic digital philanthropy and communications agency with 12 full-time team members, Beth Interactive seeks a part-time (10-20 hours/week) Digital Philanthropy Intern to support fundraising and marketing campaigns. We are looking for an energetic, motivated team player with excellent communication skills who can work with our team on clients' campaigns and projects. Interns will have the opportunity to be part of a growing company with a collaborative learning environment.

In this position, you will learn how the Beth Interactive team runs a variety of projects, including annual campaigns, communications strategies, database management, email marketing, fundraising strategies and healthcare marketing/fundraising.

Our Intern will work in collaboration with team members and be responsible for tasks which may include, but not be limited to:

- Hands-on training to learn the basics of digital philanthropy and communications, based on intern's interest and skill level:
  - Healthcare philanthropy
  - Email marketing
  - Annual giving programs
  - Content strategy
  - Technical website and online fundraising platform skills
  - Database management
  - Project management
- Attending our daily staff meetings, shadowing relevant internal and client calls, and meeting regularly with supervisor and other team collaborators
- Directly supporting project work with guidance by supervisor

### Ideal Candidate

- **Project Manager:** Organized, detail-oriented, impressive communicator
- **Personality:** Excellent verbal communication and interpersonal skills essential; eager to learn and self-motivated

### Qualifications

- **Education:** Working towards bachelor's degree in communications, fundraising, journalism, marketing or related field (preferred); candidates with commensurate experience will be considered
- **Location:** Hybrid (preferred) or remote; candidates located in Chicago can work both in person at the Beth Interactive office and occasionally in a remote, productive work environment
- **Duration/Timing:** 6 weeks to 3 months starting in August/September



## Compensation

\$20/hour

## Interview Process

Our interview process will progress as follows; candidates can expect to complete some or all of these steps:

1. Resume + cover letter submission
2. 30-minute interview screening call with direct supervisor
  - o Writing samples and references will be requested at this stage
3. Final 30-minute interview with direct supervisor and other Beth Interactive team member

Interview timing is flexible and can be scheduled based on the applicant's availability, including during evenings and weekends if necessary.

## About Beth Interactive

Beth Interactive is a digital philanthropy and communications agency based in Chicago specializing in strategic communications, annual giving, email marketing and analytics. We have more than 17 years' experience working with healthcare foundations, hospitals, higher ed, non-profits and medium-sized businesses, and received certification as a Woman-Owned Small Business in 2022.

Our passion is to partner closely with our clients to engage their audiences and drive results through intelligent strategies, thoughtful execution and full-service support. We are experts in analytics, using a data-driven approach to power all our projects. We use what we learn to craft integrated strategies with innovative approaches, bold design and compelling copy—which, together, create incredibly successful projects for our clients.

Our work environment is highly collaborative and fast-paced. Our team members support each other and our clients through quick thinking, clear communication and flexibility. We are passionate storytellers and data nerds with a love for creating exceptionally high-quality work for our clients—and we hope you'll join us! See [bethinteractive.com](https://bethinteractive.com) for more information.

## Interested?

To apply, send resume and cover letter to [careers@bethinteractive.com](mailto:careers@bethinteractive.com).