



**Position:** Development Intern (10-15 hrs/week)

**Description:**

The [Green Heart Project](#) is - for the first time - seeking a Development Intern to work alongside our [Development Director](#). This is a great opportunity for someone eager to learn the inner workings of a small, innovative & growing non-profit organization working at the intersection of food & education. The intern will learn crucial skills in non-profit management, strategic planning, health communications, budgeting, event planning, donor relations and more. Primary responsibilities include supporting with: strategic partnerships; donor stewardship and recognition; marketing & communications efforts; and playing a lead role in coordinating and implementing fundraising & community events.

The ideal candidate for this internship has: a passion for, and personal connection to, the Green Heart mission; excellent organizational skills, working well under deadlines; an eye for details and design; is a people person, team player, and has experience working with diverse groups and stakeholders.

The position’s responsibilities include:

**STRATEGIC PARTNERSHIPS** *(3-5 hrs/week)*

- Support with identifying & planning for donor [and prospective donor] engagement opportunities such as volunteer garden work days, small events, and Urban Farm tours
- Support with donor recognition efforts, developing & implementing creative ways to thank and publicly recognize our diverse community of donors
- Co-author proposals and grants to secure organizational funding

**MARKETING & COMMUNICATIONS** *(3-5 hrs/week)*

- Support marketing team with planning, creating content, and implementing multiple social media posts per week, helping to develop and maintain the Green Heart Project “brand”
- Support with authoring & publishing monthly newsletters (MailChimp) & blog posts (WordPress) as it relates to our marketing agenda
- Engaging Green Heart Project staff, volunteers, & students directly to collect & create content

**EVENTS** *(3-5 hrs/week)*

- Attend community events acting as the “face” of Green Heart, to build relationships and promote the Green Heart mission
- Support with planning, coordinating, and implementing of large fundraising and community events, including but not limited to:
  - Back to School Fundraiser
  - Revelry Block Party
  - Farm to Table Dinner
  - End of Year Giving

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### **Instructions to Apply:**

Application deadline is August 20, 2021. We will review all submissions as they are received, identify viable candidates and contact those individuals selected to continue in the search process. Please send résumé and cover letter via email to [amanda@greenheartsc.org](mailto:amanda@greenheartsc.org). The anticipated start date is between September 1 - September 15, 2021 and the internship will run through the Fall semester, with the option to continue into the Spring semester.

### **About The Green Heart Project:**

Founded in 2009, The Green Heart Project is a 501c3 non-profit organization that builds experiential learning projects and school garden programs in the Charleston area. With a high value placed on health, education and community, The Green Heart Project pairs local volunteers with students to maintain school gardens while teaching academic standards, food & nutrition and interpersonal skills. The Green Heart Project operates a ½ acre Urban Farm in Downtown Charleston and 7 school garden sites, which together reach over 2,200 students and provide employment for 12 high school students as part of its Youth Internship Program. For more information, please visit our website at [www.greenheartsc.org](http://www.greenheartsc.org).

*The Green Heart Project believes that diversity and inclusion among our teammates is critical to the success of our mission. We encourage applications from candidates of all races, religions, genders, ages, sexual orientations, and socioeconomic backgrounds.*

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