



# the honeycomb project

VOLUNTEERING RUNS IN THE FAMILY

## FUNDRAISING AND MARKETING INTERNSHIP

We are seeking a Fundraising and Marketing Intern to join our enthusiastic team of do-gooders. The Fundraising and Marketing Intern plays a key role in increasing brand awareness and raising the funding needed to support Honeycomb's volunteer projects for families. Class credit is available pending school approval with a stipend of \$300 per month.

### ABOUT US

The Honeycomb Project is a leading nonprofit organization in Chicago with a focus on family volunteering. Like a honeycomb, we bring nonprofits, families and resources together to build stronger communities in Chicago. This year, thousands of volunteers will join Honeycomb to prepare meals at local shelters, build nature trails, clean city beaches, distribute food to Chicago's hungry, plant community gardens and more. Since our founding in 2011, nearly 10,000 youth and families have participated in Honeycomb programs.

### RESPONSIBILITIES

- Assist Development team in managing Honeycomb's fundraising activities
- Research and identify funding prospects
- Assist in managing promotions and social media presence
- Plan fall fundraising events and campaigns
- Conduct administrative follow-up with donors and funders
- Seek in-kind support and auction items

### SKILL SET

- Oral and Written Communications: You communicate effectively both verbally and in writing for a variety of audiences.
- Attention to Detail: You have keen eye for fine points and accuracy.
- Organization: You orchestrate multiple activities at once to accomplish a goal and arrange information and files in a useful manner.
- Teamwork: You maintain a positive working relationships and promotes teamwork and cooperation within and between departments

### REQUIREMENTS

- 3 month internship - June-August 2017
- 12 hours/week
- Previous fundraising/marketing experience preferred
- Background check required

**For more information or to apply: [jobs@thehoneycombproject.org](mailto:jobs@thehoneycombproject.org)**

[www.thehoneycombproject.org](http://www.thehoneycombproject.org)