

Philanthropic Stewardship Internship

MISSION:

Blue Grass Community Foundation enhances the quality of life in our region, for today and tomorrow. We grow charitable giving and support activist philanthropy. We invest in our communities through innovative grantmaking and strategic community leadership.

VISION:

To serve as the region's go-to source for charitable giving, community leadership and catalytic grantmaking.

MANTRA:

We're in it for good. Investing together for our community.

ABOUT BLUE GRASS COMMUNITY FOUNDATION:

BGCF is a public charity organized to channel gifts from individuals and corporate donors through grants and scholarships for social, educational, religious or other charitable purposes. Funds are derived from many donor sources including: outright gifts, bequests by wills, charitable gift annuities, charitable remainder trusts and charitable lead trusts. We work directly with donors and with professional advisors (estate planning attorneys, accountants, financial planners and insurance agents) to help donors meet their charitable giving needs.

ABOUT GoodGiving.net

GoodGiving.net is a unique online resource designed to increase knowledge about the nonprofit sector, promote nonprofit accountability and transparency, and encourage charitable giving in Kentucky. Blue Grass Community Foundation launched GoodGiving.net in December 2010. To date, there are close to 350 nonprofits profiled on the website, with another 100 in progress. Many area funders require applicants to have complete, up-to-date GoodGiving.net portraits including Blue Grass Community Foundation and its affiliates in Clark and Boyle Counties, Lexington-Fayette Urban County Government, Keeneland Foundation, LexArts, Junior League of the Bluegrass and Ronald McDonald Charities.

INTERNSHIP TRAINING OPPORTUNITIES:

- GoodGiving.net
 - Assist with nonprofit GoodGiving.net portrait updates
 - Create graphs from nonprofit 990 forms
 - Assist in performing due diligence for GoodGiving.net portraits
 - Assemble packets for GoodGiving.net information sessions
 - Participate in DonorEdge Learning Community network

- Nonprofit and Donor Stewardship
 - Conduct research on local and national nonprofit organizations
 - Update database with donor contact information
 - Assist and attend donor and other nonprofit-related events
 - Manage "forward mail" to current fundholders
 - Assist in the production of press releases, e-newsletters and newsletters
 - Manage media contact list
 - Organize and maintain news clippings and photo files

- Grants and Scholarships:
 - Chronicle grant checks and other grant/scholarship related documentation
 - Review and log grant reports
 - Competitive grantmaking administrative support
 - Competitive scholarship administrative support
 - Create folders and chronicle paid accounts payable documentation

- General Office:
 - Provide customer service at reception desk, including answering telephone calls and welcoming guests
 - Manage various office checklists
 - Process and distribute mail daily
 - Various other nonprofit training opportunities may become available

QUALIFICATIONS

Ideal candidates would have completed at least two years of undergraduate level coursework. Coursework and work experience in marketing, communications, business or public relations is preferred.

Ideal candidates would have organizational skills, attention to detail and excellent writing skills. The ability to manage multiple projects independently will be important. Customer service experience and experience working in a business setting is preferred.

Preferred software experience: Microsoft Office (including: Word, Excel, PowerPoint and Outlook) and Blackbaud.

Candidates must have a valid driver's license & personal vehicle.

INTERNSHIP CREDIT DETAILS:

Students are strongly encouraged to enroll for internship credit through their educational institution by contacting their academic advisor.

BGCF collaborates with the University of Kentucky's Federal Work-Study Program. For eligibility, please contact Rhonda Bryant (rhonda.bryant@uky.edu.) Please note: BGCF has limited Federal Work-Study opportunities available each semester.

Typically, 150 hours fulfills the three credit hours required to receive credit for each internship course through the educational institution. Students are required to remain in the Community Foundation's internship program for a full semester (Fall, Spring or Summer).

The Community Foundation's hours of operation are Monday through Friday from 9:00 AM to 5:00 PM.

HOW TO APPLY:

Please e-mail the following to kbranham@bgcf.org:

- Resume
- Cover letter
 - Indicate the Internship Title
 - Indicate if you're applying for this internship through Internship Credit or the Federal Work-Study Program
- Hours of availability