

Community and Rural Outreach Program 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.

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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.

INTERNSHIP TRAINING OPPORTUNITIES:

- **Community Support Functions:**
 - Collaborate with Program Officer to assist with updating donor and prospect contact information in the Community Foundation's database
 - Assist with community-related events
 - Collaborate with Program Officer to organize Advisory Board materials and lists

- **Social Media:**
 - Research social media trends of other Community Foundations' Rural Outreach Program
 - Research community events and collaborate with Program Officer to create social media posts
 - Create weekly posts for BGCF's Outreach Program social media outlets

- **Marketing:**
 - Draft, create and assemble materials for community meetings and presentations
 - Assist in the production of press releases for the Rural Outreach Program
 - Manage media contact list
 - Organize and maintain news clippings and photo files
 - Create and edit PowerPoint presentations
 - Assist in creating email campaigns, mailers and event invitations

- 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 community development, marketing, communications or business 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