



## Our Mission

The Catholic Foundation of North Georgia helps Catholics make a lasting difference in the community. We attract, professionally manage, and invest gifts to support the current and long-term financial needs of parishes, schools, charities, and other ministries.

## Volunteer Internship Position

**POSITION TITLE:** Marketing and Development Intern

### **SPECIFIC RESPONSIBILITIES:**

The Marketing and Development intern will be responsible for supporting the staff with the marketing and development efforts of the Foundation. It will include assisting with day-to-day projects as well as longer-term projects and events including #iGiveCatholic (an online giving day to raise funds for Catholic organizations).

Responsibilities include but are not limited to:

### Development

- Update and verify contact info for donor and client (parish, school, ministry) distribution and social media lists
- Database support and data entry
- Research potential sponsors and in-kind donors for #iGiveCatholic and assist with mailings to these donors
- Assist with donors mailings
- Assist with promotion, planning and logistics for upcoming programs and events including Deo Gratias (Mass and luncheon to honor donors who have made a planned gift) and #iGiveCatholic.
- Create materials to support Board of Directors onboarding

### Marketing

- Work with staff on content for marketing collateral: proposals, website, photos, briefs, copy for donor/grantee stories, etc.
- Develop content ideas and pipeline for e-marketing; Develop social media content ideas and ideas to expand followers
- Coordinate with the Marketing and Communications Manager to create, design, edit and post content to social media sites

- Test website pages and links for accuracy (links are up to date, etc.)
- Photography: assist in taking photos as needed
- Assist in analyzing email results
- Support the writing and updating of external communications

#### Other

- General office work including attending staff meetings and taking part in the organization's decision making process
- Collaborate with staff on new ideas, directions, and venues for communications and development

#### **QUALIFICATIONS:**

- Knowledge of Microsoft Office, Word, Excel, and PowerPoint
- Firm grasp of available tools and platforms in the social media space
- Knowledge of MailChimp, WordPress, Survey Monkey, Canva, Adobe Creative Suite, HTML and graphic design a plus
- Skilled in verbal and written communication
- Good organizational skills
- Self-motivated, ability to prioritize, multitask and meet deadlines
- Ability to communicate in a professional manner
- Able to interact over the phone and in person with a variety of people

**ACCOUNTABILITY:** The Intern reports to the staff as a whole.

**SUPERVISORY RESPONSIBILITY:** None

**COMPENSATION:** Position is unpaid

**HOURS:** Approximately 10-15 hours per week

**LOCATION:** Catholic Foundation of North Georgia  
5871 Glenridge Drive, Suite 300  
Atlanta, GA 30328

**TO APPLY:** Please send both a letter of interest and resume to Sharon Adams at [sadams@cfnga.org](mailto:sadams@cfnga.org).