



NEIGHBORHOOD HOUSING SERVICES OF GREATER CLEVELAND, INC.

5700 Broadway Avenue, Cleveland, Ohio 44127 ■ 216.458.HOME (4663) ■ FAX 216.458.4672 ■ www.nhscleveland.org ■ info@nhscleveland.org

- **Marketing, Communications, Fund Development Intern**
- **10 hours/week, beginning January 2017; 1 year commitment preferred;**
- **Contact: Judith Mansour, Director of Development & Organizational Sustainability; jmansour@nhscleveland.org; No phone calls please. Submit letter of interest, outlining academic and career goals, current GPA, 3 goals to achieve during the course of the internship**

Neighborhood Housing Services of Greater Cleveland

Neighborhood Housing Services of Greater Cleveland is an organization providing fair and unbiased information, programs, and services to the residents of Greater Cleveland and the surrounding areas of northeast Ohio to assist in achieving, preserving, and sustaining the American dream of homeownership. NHSGC is a chartered NeighborWorks® organizations, a network of over 235 organizations with exceptional standards of excellence, working in nearly 4,400 urban, suburban and rural communities nationwide working together for strong communities.

The ideal intern will have excellent verbal, written, and organizational skills, with facility using Microsoft Office programs. Must have reliable transportation. This position will support the Director of Organizational Sustainability and Development.

Primary Responsibilities

- Adhering to NHS of Greater Cleveland brand guidelines and standards of excellence, the intern will be responsible to update social media sites, based on content provided by NHS of Greater Cleveland senior management staff.
- Conducting online research to identify prospective foundations, funders, and corporations whose giving guidelines match the mission and needs of NHS of Greater Cleveland.
- Compiling spreadsheets and or inputting research and donation data into Salesforce, the customer relationship management tool used to track contributed income. Training will be provided.
- Researching and maintaining updated media lists for accurate distribution of the NHS of Greater Cleveland newsletter, press releases, or program updates.
- Ability to make occasional updates to NHS of Greater Cleveland website.
- Compile data for grant reports.
- Other duties as assigned.

Skills & Experience Gained

- The successful intern may be asked to accompany the Director of Organizational Sustainability on meetings with organizational constituents and consumers
- Crafting brand and industry specific content for marketing collateral, grant applications, newsletter articles, and/or other written communications.
- Participate in board or other committee meetings if appropriate
- Participate in foundation or other funder meetings





• Intern is encouraged to seek participation in areas of particular interest to him or herself.

NEIGHBORHOOD HOUSING SERVICES OF GREATER CLEVELAND, INC.

5700 Broadway Avenue, Cleveland, Ohio 44127 ■ 216.458.HOME (4663) ■ FAX 216.458.4672 ■ www.nhscleveland.org ■ info@nhscleveland.org

