

Summer Intern



Position Type: Part-Time (nonexempt)

Function: Administrative/Operations

City/State: Winston-Salem, NC

Mission: Moravian Ministries Foundation in America (MMFA) helps individuals, churches, and agencies grow and sustain the ministries that are central to our Moravian faith. We do this through four primary services: investments, stewardship, gifts, and grants.

Role Description: MMFA is looking for an individual who can offer their own set of skills, knowledge, gifts, and interests to support and enhance our work. In turn, the intern will learn and gain experience in a variety of programmatic, operational, and relationship-building tasks. This internship is an excellent opportunity for exposure and hands-on experience in nonprofit management, grant-making, marketing, and communications.

Job Duties and Responsibilities:

- Provide support for an active grant cycle, including:
 - Request, collect, compile and analyze grant applications
 - Assist in pre-screening applications
 - Interview prior grantees to write stories and/or create videos that amplify the impact of MMFA's grant program
 - Collaborate with staff and the Grant Advisory Committee to review applications and make funding decisions
 - Assist with the collection of information required for grant reports
- Conduct research on a range of topics, including stewardship and gift planning
- Work with staff to improve MMFA's website
- Draft foundation correspondence, which may include letters, articles, memos, and email
- Edit MMFA marketing videos
- Work with staff to develop social media campaigns
- Assist with data entry and clean-up
- Other special projects as assigned by staff

Qualifications:

- Must be at least 18 years old
- Currently enrolled college student with declared major and/or focus areas of study relevant to the ministries and work of MMFA
- Interest in learning the foundation and nonprofit business
- Demonstrated technology expertise

- Exceptional emotional intelligence and interpersonal skills
- Proven ability to navigate complex nonprofit compliance and risk management issues while handling large amounts of data
- Detail oriented and highly organized
- Ability to partner effectively with people of diverse backgrounds
- Passion for the mission of MMFA and the larger Moravian church
- Ability to work 20-24 hours a week over the typical summer break for colleges/universities (10 week minimum)

If you have any questions or are ready to apply, please contact Laura Watson, Vice President/Director of Programs (lwatson@mmfa.com/336.725.2589).