

## Intern Job Description

The Hendricks County Community Foundation (HCCF), located in Avon, IN, is looking for a dedicated intern to assist with various Foundation activities including implementation of our GIFT VII Implementation Grant, Stronger Together fundraising campaign, 2025 Needs Assessment, and Strategic Plan items. The Lilly Endowment GIFT (Giving Indiana Funds for Tomorrow) Community Leadership grant is an exciting opportunity for HCCF to expand our reach and impact in our community. This is an excellent opportunity for a full-time student to gain experience in the nonprofit and Community Foundation arena. This paid, part-time, in-person position will be supported in part by the Indiana Philanthropy Alliance and funded by the Lilly Endowment and its GIFT Community Foundation Intern program. Positions are available in 2025 and 2026.

### Key Responsibilities:

- Assist with GIFT VII Community Leadership grant activities, including
  - Conduct steps to execute and complete the 2025 Community Needs Assessment
  - Data analysis
  - Focus groups logistics, surveys and follow up
- Provide administrative support for GIFT VIII/Stronger Together activities, Fund research and development
- Assist with donor research and cultivation
- Assist with awareness and marketing efforts, including print, social media and updating media files
- Assist with special events
- Assist with nonprofit outreach and capacity building efforts in the county

### Other Responsibilities:

- Perform general office functions, such as answering phones, making copies, preparing mailings and updating the contact database
- Assist with necessary correspondence related to special events and scholarship and grants programs
- Attend various Board and Committee meetings as needed
- Other duties as assigned

**Necessary Qualifications/Skills:** Excellent writing and communications skills. Proficiency with Microsoft Office products: Word, Excel and Outlook. Ability to interact in a positive, professional manner with a wide variety of people, high level of personal integrity and discretion.

**Start date:** 2025

**Contact:** William Rhodehamel, President & CEO  
william@hendrickscountycf.org

Revised March 2025