



ANGEL FOUNDATION – POSITION DESCRIPTION

TITLE: Digital Marketing Intern – January Term
CLASSIFICATION: Non-exempt
REPORTS TO: Events & Development Manager
SUMMARY: Angel Foundation is seeking a motivated and organized self-starter interested in gaining experience in nonprofit event planning, communications and digital marketing. The person in this position will lend their creativity and digital marketing skillset to successfully promote our virtual Angel Gala fundraiser on Saturday, January 30, broadcast live at 7 p.m. The goal of the event is to raise \$500,000 to support local adult cancer patients and their families. This is a great opportunity to gain professional experience using fundraising software, Microsoft Office, and social media. This position also can network with Angel Foundation staff and board leadership.

MISSION Through an innovative and integrated approach of financial assistance, education and support, Angel Foundation helps adults with cancer and their families, so they may live life well with stability, strength, and resilience.

CULTURE STATEMENT At Angel Foundation it starts with “how can I help.” We are a people-first organization that is supportive and collaborative – from our virtual meetings to our programs and events. We are passionate about our mission and dedicated to our common goal of helping each other and the local cancer community.

PRIMARY RESPONSIBILITIES

- Assist with overall digital marketing strategy and communications for the Angel Gala virtual event to achieve fundraising goal of \$500,000
- Create social media content to promote the virtual gala experience and engage users
- Coordinate social media plan with contracted virtual program production company
- Inventory approximately 100 silent auction items using GiveSmart software and internal tracking spreadsheet
- Curate the auction website to be visually appealing and organized, including writing item descriptions to effectively market the items for high bidding
- Other duties as assigned

QUALIFICATIONS

- Excellent written and verbal communication skills
- Ability to think creatively with a focus on strategy
- Ability to successfully meet deadlines
- Highly skilled using social media

HOURS AND SCHEDULE

- This internship runs from January 4 to January 30, 2021
- The average work week will require 35-40 hours
- Specific days/times are flexible, and work will be done remotely
- **The applicant must be available to work the evening of Saturday, January 30**

WORK ENVIRONMENT AND CONDITIONS

- Technology: Applicant must provide their own laptop or iPad and internet service to complete work remotely
- Travel requirements: none

COMPENSATION

\$2,000 stipend paid at the completion of the internship

HOW TO APPLY

Interested candidates should email their resume and cover letter by Monday, October 21 to Erica Hollom, Events & Development Manager, ehollom@mngel.org.

LEARN MORE ABOUT ANGEL FOUNDATION

Please visit www.mngel.org or @angelfoundation