

Be The One



The Community Foundation of Sarasota County has an opening for:

Communications Internship – Summer 2019

The Communications Intern will assist the Vice President of Strategic Communications and Marketing with marketing and communications projects related to the Community Foundation of Sarasota County's yearlong 40th Anniversary celebration which begins in the Fall of 2019. The internship position will assist with copy creation, development of graphics, video/photography and related materials gathering, coordinate website updates and plan a social media campaign strategy. The Communications Internship is a paid internship designed to provide opportunities for personal and professional growth through hands-on learning experiences and appropriate training experience.

Essential Functions:

Under the direction of the Vice President of Strategic Communications & Marketing, the Communications Intern responsibilities will include:

1. Coordinate and proofread materials for the anniversary, which may include brochures, flyers, or other related presentations that uphold the brand of the organization and share its history
2. Contribute to and update website, electronic communications and curate some social media content (e.g. develop editorial calendar)
3. Organize historical visual assets and develop new photography and video opportunities
4. Manage administrative needs of the department related to the 40th Anniversary
5. Participate in appropriate related events
6. Become an ambassador of the organization's mission and uphold its brand promise.
7. Attend related staff meetings
8. Other related responsibilities as assigned

Potential Skill Development and Opportunities:

1. Exposure to processes and practices used in community foundations resulting in engagement with a community including grantees, donors, media and volunteers.
2. Gain experience in developing and facilitating meetings
3. Learn to work as part of a collaborative team
4. Gain experience in omni-channel marketing and communications, including creation of a supportive social media campaign
5. Become comfortable interviewing community leaders and scholars as well as engaging with volunteers and donors
6. Receive related supervision, coaching, mentoring and training opportunities
7. Career exploration including:



- a. Opportunities to build your professional network
- b. Become familiar with the philanthropic and non-profit community in Sarasota
- c. Become familiar with the “behind the scenes” processes of the second largest community foundation in Florida who is also in the top 10% nationally

Internship Qualifications:

1. Must be a current undergraduate college student. Preference may be given to current sophomores and juniors; however, current freshman and seniors are also invited to apply.
2. Preference may be given to students in the field of journalism, communications, creative writing, public relations, and/or to students with a strong career interest in the non-profit sector.
3. Must possess good communications skills (both oral, visual and written) and should have an ability to set priorities, manage multiple tasks, and meet deadlines.
4. Familiarity with social media platforms and best practices for creating engaging content with audiences.
5. Ability to collaborate and work well in cross-functional teams.
6. Ability to relate to staff in a positive, professional manner.

Technology Qualifications:

1. Working knowledge of Microsoft Office Suite including Word, EXCEL and PowerPoint.
2. Ability to self-support for basic computer and network problems.

Internship Work Hours and Dates:

1. The internship is expected to coincide with the Summer Semester dates- beginning in mid-May and continuing for 10-12 weeks.
2. Approximately six hours per day during regular office hours of 8:30am to 5pm.
3. Three continuous days per week (prefer Tuesday, Wednesday, Thursday).

General Performance Standards and Expectations:

In addition to satisfactory performance on all the essential job duties and responsibilities for this job (paid internship), the Community Foundation of Sarasota County employees will strive to demonstrate our service philosophy of P.R.I.D.E in excellence to our internal and external constituents.

Purposeful Worker:

- Goal Oriented
- Gets job done within deadlines
- Self-Motivated
- Takes Ownership
- Accountable
- Maintains required technical skills
- Calm under stress



Respect:

- Respect for importance of everyone
- Empathetic Listener
- Ask and listen
- Provides excellent customer service, both internal & external
- Demonstrates qualities of a Servant Leader
- Under promises and over delivers
- Authentic, honest, genuine

Inspirational:

- Curious about new information
- Creative, independent thinker
- Problem solver – thinks outside the box
- Continuous learner

Dedicated Team Player:

- Works well across disciplines
- Adaptable to change
- Listens to others ideas
- Accepts different assignments

Enthusiastic:

- Excited about the CFSC mission
- Optimistic, positive attitude

About This Opportunity:

The Community Foundation of Sarasota County has been named one of the *2018 Best Places to Work in Sarasota-Manatee*! This year's list is made up of **27** companies, and if you're counting, we came in at **#12**.

CFSC has been a respected philanthropic force since its founding in 1979. By providing a highly personalized link between donor's dreams and the community's needs, CFSC has helped ensure that people of vision and means have a trusted partner in their commitment to having an enduring impact on the community and causes they treasure. CFSC also believes that everyone can be a philanthropist, not just those with means. Accordingly, CFSC purposefully champions the community goals of its donors, committed at every turn to helping individual community investors achieve the maximum impact for the philanthropic dollars they entrust to the Foundation.

The appeal of this approach is manifested by the \$398 million in assets now held in the Foundation's 1400+ funds. Last year, the Foundation granted over \$34 million in grants and scholarships focusing on

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donor dreams in areas such as education, health and human services, the arts, animal welfare, and the environment. CFSC is among the top 10% of community foundations nationally.

CFSC expects its team to embody a set of seven core values:

- Compassion
- Empowerment
- Innovation
- Integrity
- Quality
- Stewardship
- Inclusiveness

The future for the Foundation, its supporters and the communities they serve looks very bright indeed, even as the area has very real needs that only philanthropy can address. Florida is unusually well positioned to benefit from the southern shift in the country's population and focus, and Sarasota County's natural appeal will help ensure the area continues to be among the state's most attractive locales, whether for full-time inhabitants, seasonal residents, visitors or investors. The pattern has been building for quite some time, and Sarasota's secret—a low-key but highly livable community—is rapidly becoming public perception.

In 2016, local residents made official something the Foundation had known for a long time: Sarasota County is an exceptionally generous community. More specifically, in just one day in 2016, donors to CFSC's 24-hour online Giving Challenge, part of the largest crowdfunding event in US history, donated over \$13.1 million. The 2018 Giving Challenge raised \$11.7 million for more than 630 local nonprofits. Since 2012, the Giving Challenge has raised a combined \$40 million for local nonprofits. The Giving Challenge is but one example of how CFSC welcomes all community philanthropists.

A dedicated advocate of excellence in philanthropy, CFSC is accredited by the Community Foundations National Standards Board, a supporting organization of the Council on Foundations. Perhaps more important locally, the Foundation is widely regarded as a collaborative partner by hundreds of nonprofits serving the people of Sarasota County. Complete information on the Community Foundation of Sarasota County can be found here: www.cfsarasota.org

All interested candidates should complete an application through the Community Foundation's recruitment website and include a current resume, cover letter and writing sample or portfolio.

Please apply online at www.CFSarasota.org.