

POSITION DESCRIPTION

DEVELOPMENT INTERN

[Heritage Radio Network](#) | **Bushwick, Brooklyn**

Fall 2016

Heritage Radio Network is looking to fill a part time position for a Development Intern. This is a six-month internship, 15 hours weekly (2 days per week), to begin mid-September. This position is unpaid, but can be applied towards school credit.

About Us:

Heritage Radio Network is a grassroots, action-oriented non-profit Internet radio station focused on creating a food world that is more sustainable, equitable and delicious. Our network boasts 35+ entertaining and informative weekly food-focused programs, and a division of writers who produce stories on topics including Advocacy & Food Policy, Agriculture, Hospitality, Science & Tech, Beverage, and more.

Working at HRN means making a serious commitment to improving the food system and helping to create an exceptional workplace. We are a passionate group of hard workers.

Notable guests have included:

Wendell Berry

Tom Colicchio

Anita Lo

Ruth Reichl

Michael Pollan

Betty Fussell

Gail Simmons

Jacques Pepin

Joel Salatin

Mark Bittman

Danny Meyer

Florence Fabricant

David Chang

Marion Nestle

Rick Bayless

Eric Asimov

Harold McGee

Mark Ladner

Lidia Bastianich

Robert Sietsema

Wylie Dufresne

Christina Tosi

Andrew W. K.

Steve Jenkins

Nathan Myhrvold

Ariane Daguin

Eric Ripert

Sean Brock

Brooks Headley

Cesare Casella

Michael Anthony

Dale Degroff

Kate Krader

Francis Lam

Reggie Watts

Darina Allen

Position Overview:

You will be assisting with research, donor management and cultivation efforts reporting directly to the Deputy Director. This position will work both on events and one-off campaigns as well as HRN's bi-annual fundraising drives. The ideal candidate would be familiar with data manipulation, proficient with CRM software, demonstrate an enthusiasm for outreach, with a keen eye for creating personal touches through written and in-person communication.

Performance Expectations:

- Researching prospective major donors
- Creating fundraising materials through writing and content generation, assisting with appeals for donors at the middle donor level
- Assist in acknowledging and thanking donors
- Helping to maintain donor records and data hygiene in donor database
- Assist in editing grant proposals or reports and stewardship pieces, compiling news briefings and blog posts, and designing communications pieces, as needed
- Attend events and table on behalf of network

Additional responsibilities dependent upon experience and interests.

Success Patterns:

- Familiar with Google Docs
- Previous experience working with databases preferred
- Experience with graphic design and use of Adobe Creative Suite software (preferred)
- Strong verbal and written communication skills
- Exceptional planning and organization skills
- Professional and thorough
- Engaging storyteller
- Ability to make quick and accurate decisions
- Adaptable, and comfortable with the evolving demands of a small, grassroots media organization
- Self-starter able to set priorities and work independently
- Demonstrated interest in food and farming issues

Desired Personal Characteristics

- Fun and creative
- A love for radio/podcasts!

- Ability to set priorities and follow-through in an environment that changes all the time
- Flexible with a strong work ethic

Please submit resume, cover letter and short writing sample to:
info@heritageradionetwork.org