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