



641 Swedesford Road
Malvern, PA 19355
www.BringingHopeHome.org

P: 484-580-8395
F: 484-580-8595
EIN: 26-1222985

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BRINGING HOPE HOME INTERNSHIP PROGRAM

OUR MISSION

Bringing Hope Home is a local 501c3 nonprofit organization whose mission is to provide unexpected amazingness to local families with cancer through financial and emotional support. We do so by providing a one-time grant to pay critical household bills for families with cancer so they can focus on their loved ones instead of the daily bills. It is BHH's goal to ensure that families are able to stay in their homes, with the utilities working, phones operating and food on the table while they are fighting cancer.

STUDENT LEARNING OUTCOMES

- Gain knowledge about nonprofit organizations and business practices
- Strengthen your communication skills
- Recognize your leadership ability
- Understand and value empathy
- Learn to act with initiative to lead change
- Build a legacy that will make an impact on local families with cancer

KNOWLEDGE & SKILLS REQUIRED

- Excellent written and oral communication skills
- Organized and ability to multitask
- Energy to bring fresh ideas to the team
- Positive work ethic with the desire to learn
- Must be timely and able to communicate effectively on a regular basis
- Able to work approximately 15-20 hours per week (may require some nights and weekends)

AMAZINGNESS-AT-A-GLANCE

100% OF STUDENTS SURVEYED reported that because of their experience with BHH, they are more inclined to seek out future service and volunteer opportunities.

100% OF STUDENTS SURVEYED reported that BHH allowed them to recognize the potential in themselves to serve as a leader and create change.



INTERNSHIP TEAMS & SUPERVISORS

EVENTS & MARKETING

Events and Marketing Team

BHH Supervisor: Caitlin Mahon

- Email: caitlinmahon@bringinghopehome.org
- Phone: 484-580-8395 x103

Job Description:

- Participating in weekly marketing meetings with the marketing team to go over goals and objectives
- Writing and posting blog posts, tweets, Facebook updates, etc.
- Helping to implement a BHH social media marketing strategy
- Actively participating on event committee calls
- Opportunity to assist on-site at events as needed
- Create and manage our recurring social media days (content to be approved by Director of Events)
- Write articles following every BHH event, office happening, etc. (with accompanying social media post to go along with it)
- Assist in further communication including:
 - Collecting content for our quarterly e-newsletters and segmented blasts
 - Assist with monthly giving follow up with our supporters
 - Research articles that support our mission that we can use both for social media and grants

SOCIAL WORK

Family Team

BHH Supervisor: Amy Forkin

- Email: amyforkin@bringinghopehome.org
- Phone: 484-580-8395 x101

Job Description:

- Conduct family survey of past families helped and manage data collected
- Manage weekly & monthly family reporting of demographics and creative outlets to share information
- Complete weekly family follow-up letters showing grant funds issued
- Assist with family data clean-up and management
- Cultivate family and hospital involvement (create event and general e-blasts, calls on BHH birthday, monthly mailing-thinking of you card, etc.)
- Research various counties and additional resources
- Assist with administrative duties as needed
- Conduct family and social worker spotlight interviews and articles as needed
- Assist with holiday Adopt-A-Family (AAF) Program. Tasks can include:
 - Call families to confirm family gift list
 - Manage family application intake
 - Monitor donor registration and sign-up
 - Be hands on in family gift intake, gift sorting, organizing Hope Headquarters, and assisting with gift delivery
 - Administrative tasks as they relate to the AAF Program as needed
- Must be comfortable speaking on the phone, have experience working in Microsoft Excel and Word, and be extremely organized.
- Ideal candidate will have availability through mid-December

DEVELOPMENT

Business Development Team

BHH Supervisor: John Farley

- Email: johnfarley@bringinghopehome.org
- Phone: 484-580-8395 x108

Job Description:

- Analyze our donor database and identify leads for prospective donors
- Develop and facilitate communication (print and digital) with donors (major and general), granting organizations, and event sponsors
- Cultivate potential giving society participants based on historical giving patterns
- Develop and facilitate outreach strategies for new corporate partnerships (event sponsorship, race teams, Adopt-A-Family Program, etc.)
- Build awareness and develop ongoing support for BHH endurance event fundraising participants
- Research potential corporate and community foundation partnerships
- Assist with donor follow up support, grant research, and initial grant writing

STUDENT LEADERSHIP

School Development Team

BHH Supervisor: Molly Callanan

- Email: mollycallanan@bringinghopehome.org
- Phone: 484-580-8395 x102

Job Description:

- Mentor students involved in our Students Bringing Hope Program
- Assist schools and students with fundraising campaigns
- Create new partnerships with schools
- Assist on-site at school events
- Interview schools and students to develop news content for our website
- Create articles and social media posts around school events
- Monitor BHH-affiliated social media accounts for our student clubs & groups
- Public speaking opportunities available to speak on behalf of BHH at student events!

Requirements and Assignments (Based on a 100% scale)

Participation, Attendance and Effort (50%)

As an intern, you are an integral member of the BHH Team and expected to work your scheduled hours. Determine a schedule with your supervisor and if scheduling conflicts arise throughout the semester, please communicate with your supervisor in a responsible and professional manner.

Group Project (30%)

Throughout the semester, BHH Interns are to work together on a project that will help move forward the mission of Bringing Hope Home. The purpose of this project is to give students an experiential learning opportunity that integrates real world business practices, teamwork, and creativity to yield a positive impact on our organization. Suggested focus areas include:

- A fundraiser and/or campaign that will raise no less than \$2,000, helping 1 BHH family.
- Owning a piece of a BHH signature event (such as an auction, raffle, décor, etc...) that your team can manage and operate from start to finish.
- Developing relationships with businesses and schools and securing their involvement with BHH. (Goal: 10 new prospects by the end of the semester).

Projects are to be approved by BHH Staff before implementation. No ideas are off limits. Use your creativity to deliver a high-energy, high-impact experience!

Evaluation and Assessment (20%)

Each intern is required to schedule a mid-semester evaluation with their supervisor and an end-of-semester interview with CEO, Paul Isenberg. In addition to the evaluations, an internship survey will be provided at the end of the semester and must be submitted before your last week.

Anticipated Schedule

Week 1	<ul style="list-style-type: none">• Orientation• Sign volunteer release & confidentiality waivers to be supplied by the BHH team• Schedule 30 minute introductory meetings with each BHH staff member during weeks 1-2• Connect with the Intern Team do develop Intern project
Week 2	<ul style="list-style-type: none">• DonorPerfect & Salesforce training• Connect with Intern Team do develop Intern project• Schedule a shadow day with CEO, Paul Isenberg, for one day during the semester
Week 3	<ul style="list-style-type: none">• Working in your designated focus areas (events/marketing, family, development and schools)• Ongoing work with Intern Team Project
Week 4	
Week 5	
Week 6	Mid- Semester Review *Please schedule a 30 minute meeting with your BHH supervisor for a mid-semester review during week 6.
Week 7	<ul style="list-style-type: none">• Working in your designated focus areas (events/marketing, family, development and schools)• Ongoing work with Intern Team Project
Week 8	
Week 9	
Week 10	
Week 11	<ul style="list-style-type: none">• Please complete your internship assessment survey and submit to your BHH supervisor• Intern project must be completed by this time, unless worked out with BHH Staff.
Week 12	Please schedule an end-of-year exit interview with CEO, Paul Isenberg, during your last week.