



REACH

RESEARCH AND DEVELOPMENT INTERN

REACH Ministries, through the love of Jesus, extends compassionate care to those affected by HIV/AIDS and all life-threatening illnesses and situations.

Assist the Director of Development in the coordination of REACH development efforts, including grant research, fundraising opportunities and donor solicitation.

Applicants interested in applying knowledge and skills gained from academic study in a planned and supervised work environment; interested in exploring HIV/AIDS, psychosocial development, death, and the sociological implications, with an approach of compassion and grace, will benefit from this internship opportunity.

Skills Required

- Proficiency in Microsoft Word, Excel, Outlook and web-based research
- Detail-oriented, good organizational skills
- Strong interpersonal skills, works well both in a team environment and independently
- Ability to work with a diverse range of people
- Flexibility, ability to adjust for “the good of the body”

Responsibilities:

- Perform research for new grant opportunities
- Assist Director of Development in the management of the REACH donor base of individuals, organizations and churches
- Assist in the cultivation and solicitation of key donors and maintenance of donor relations
- Assist in coordination and implementation of donor receptions, events and fundraisers
- Perform continued web-based research on HIV/AIDS and related issues
- Maintain development and organizational manuals and planning tools
- Perform occasional organizational office tasks (i.e. shredding, cleaning, filing, handbooks, mailings, etc.)

Commitment

- 3 months to 1 year (negotiable)
- 8 -15 hours per week, as needed

Please submit an online application at www.REACHministries.org. To submit a resume, or for additional information, contact Merry Moyer at info@REACHministries.org