



Kids In The Middle  
2650 S Hanley Rd Suite 150  
St. Louis, MO 63144  
314-909-9922  
[www.kidsinthemiddle.org](http://www.kidsinthemiddle.org)

## **Marketing & Development Intern**

Kids In The Middle is seeking a student currently enrolled in college/university seeking a career in a related field of study to assist with tasks, projects, and events in marketing and development operations under supervision of the Director of Development and the Marketing and Development Manager. One part-time intern will be selected each Fall and Spring semester working no more than 15 hours per week including some evening and weekend hours. The schedule can be negotiated with the student based on the need of the organization with leadership.

### **Mission:**

Kids In The Middle empowers children, parents, and families during and after divorce through counseling, education, and support.

### **Overview:**

- Highly motivated, self-starting professional with strong verbal and written communication skills
- Must be at least 18 years old and enrolled in a college program working toward a degree
- Valid driver's license, clean driving record, and a reliable vehicle required; background check may be required
- Ability to lift/move up to 50 lbs.
- Strong organizational skills, attention to details, and ability to manage deadlines
- Exhibit a willingness to learn and collaborate while expanding knowledge and responsibilities
- Maintaining confidentiality as outlined by the organization

### **Responsibilities:**

- Creation and coordination of the monthly e-newsletter
- Assist in regular maintenance of agency website including revisions, updates, and coordination of changes to featured pages
- Creation and coordination of content creation for social media (Facebook, Twitter, and LinkedIn)
- Management of donations, donor information, and running reports in the donor database.
- Researching available grants and assisting in the grant writing process.
- Coordination of Krusader efforts
- Assisting in cultivation and stewardship of donors
- Record and data base creation and management of community outreach and other development projects.
- Assist Development team with all needs for special events as assigned.

#### **Spring Intern: (January – May)**

- Support Development team with all event needs for the Annual Gala
- Assist in creation and distribution of Annual Fundraising Materials
- Assist Development team with all needs for Give STL Day
- Assist with creation and distribution of annual Impact Report

#### **Fall Intern: (August – December)**

- Support Development team with all event needs for the Swirl, Sip, and Savor Wine Tasting
- Assist Development team with all needs for Giving Tuesday and the Fall Appeal
- Assist in creation and implementation of Annual Development Plan
- Assisting development team with all needs for Giving 4 Kids.

### **Compensation:**

\$500 stipend per semester distributed upon completion of the internship period