

Job Description: Business Benchmarking, Data and Research Intern, Summer 2017

The Association for Healthcare Philanthropy (AHP) is the leading authority in standards, knowledge and leadership in healthcare philanthropy. AHP is an international professional organization dedicated exclusively to developing the men and women who encourage charity in North America's health care organizations. For more information, please visit www.ahp.org.

Description:

The Association for Healthcare Philanthropy (AHP) seeks a motivated business administration or analytics student to assist with the association's research products, to include project management and data analytics for the Membership/Partnerships departments. This opportunity provides first-hand nonprofit experience in analysis, database and project management, and multi-channel marketing.

Responsibilities:

- Writing and editing digital communications and data analysis reports related to AHP's Benchmarking program and Report on Giving Survey
- Developing PowerPoint decks, including creating decks from written reports and graphs. Ability to manipulate charts, graphs and pivot tables.
- Conducting short- and long-term research related to best practice benchmarking across selected organizations, AHP's Benchmarking and Report on Giving program, and data mining
- Conducting outbound phone contact using scripted messages; handling inbound inquiries related to AHP's Benchmarking program and Report on Giving Survey
- Other duties as assigned

Qualifications:

- Must be working toward a college degree, preferably in a related field (e.g., Business Administration, Project Management, Information Sciences, Data Management)
- Must possess excellent written and oral communication skills
- Must possess emotional intelligence and excellent interpersonal skills
- Proficiency in PowerPoint and comfort with proprietary databases highly desired

Other Skills

Required - Research, Project Management, Oral & Written Communication Skills, Microsoft Applications, Information Analysis, Business Administration, Data. **Preferred** - Customer Service, Data Analysis, Database Administration, Adobe

Hours:

Starting in June 2017, the intern will work 20-30+ hours per week through August 2017. Specific start and end dates are flexible.

Compensation:

\$10 per hour.

Location:

Falls Church, VA

To Apply: Qualified candidates should send **resume** and **cover letter** (be sure to clarify availability) to lindsay@ahp.org with *AHP Summer Intern* in the subject line no later than May 15, 2017. Applications without the required skills and experience will not be considered. NO PHONE CALLS PLEASE.

Management reserves the right to review and revise this document at any time. This document represents a description of intended job content, and should not be construed in any way to be a contract of employment.