



Business Development Coordinator (Internship), Hands On New Orleans

Summary of Duties:

The Business Development Intern will act as a general support for Hands On New Orleans Corporate Relations. This position will be supported by the Corporate Relations Manager.

Primary Responsibilities:

- Act as a general support for all Hands On New Orleans Corporate Relations
- Support the development of systems and programs for Corporate Relations
- Research prospective national and local corporations for partnerships
- Support the research and development of corporate grants
- Support the development of proposals and final report documents for corporate involvement
- Support year end campaigns, special sponsorship requests, and acknowledgements
- Serve as the point of contact for select corporations, providing excellent and timely customer service
- Support corporate point of contacts during the day of service event
- Support and shadow key site visits, conference calls, and meetings with corporations
- Represent Hands On New Orleans at networking functions
- Participate in one on one meetings, cell meetings, and trainings for professional development

Experience

- A minimum of 1 to 2 years of relevant experience with demonstrated success and interest in fundraising or sales.
- Excellent account management skills with the proven ability to develop and grow high-yield relationships.
- Strong researching and prospecting skills.
- A high degree of personal initiative with the desire and ability to meet aggressive revenue goals.
- A strong commitment to community service and the nonprofit sector.
- Experience in or with non-profit and corporate cultures
- Excellent written and verbal communication skills; ability to infuse creativity, innovation and insight into proposal development.
- Strong interpersonal skills required.
- Superior organizational skills with high attention to detail.
- Excellent computer skills including the Microsoft Suite, and database management.

Compensation: Unpaid internship with a reputable nonprofit organization that works with many corporations to spur corporate social responsibility through programs and projects. Candidates will have the opportunity to interface and make key contacts with a spectrum of corporate partners. This is an excellent opportunity to build knowledge and expertise through experiential learning.

To Apply: Please email a cover letter and resume to: SMcKenzie@handsonnetwork.org.

Please title your email "Business Development Coordinator(Internship)" NO PHONE CALLS ACCEPTED

About Hands On New Orleans

Mission

“Hands On New Orleans inspires and motivates people to meet critical community needs, by encouraging active citizenship through meaningful service.”

Vision

HONO Envisions Greater New Orleans as a hub of civic-minded individuals that take action through service to meet critical community needs.

Our Beginnings

Hands On New Orleans began as a disaster relief project of Points of Light & Hands On Network in March of 2006. Hands On New Orleans continues to rally volunteers to assist in rebuilding neighborhoods of New Orleans in the aftermath of Hurricane Katrina.

Over the last year and a half, volunteers of Hands On New Orleans have created outstanding impact in bringing New Orleans back. Despite the progress, there is still much work to be done, and we are committed to deepening our impact and meeting ongoing community needs.

Our Volunteers

Hands On New Orleans hosts citizens from around the world, as well as provides service opportunities for citizens in the local New Orleans community. Whether you are one person, or a corporate team, Hands On New Orleans provides worthwhile, and effective volunteer options, while equipping our volunteers with resources that enable them to get the most out of their experience. Hands On New Orleans provides volunteer programming for out-of-state individuals and groups, local citizens, corporate groups, and tourists.

Our Programming

Hands On New Orleans Programming had largely centered around the gutting and demolding of homes in the aftermath of Hurricane Katrina. Over the last year and a half, Hands On New Orleans has kept this focus, while developing more holistic programs through critical need assessments, and the institution of our Neighborhood Model.

Our programmatic focus areas:

- Neighborhood development
- Youth and educations
- Cultural preservation and issue education
- Disaster preparedness and response
- Corporate Social Responsibility
- Volunteer Leaders Program

Our Impact

Since March of 2006 over 4,000 Hands On New Orleans Volunteers have:

- Gutted nearly 300 houses
- Completed over 150 skilled labor jobs
- Revitalized over 30 community spaces
- Contributed over 24,000 hours in schools
- Served nearly 10,000 hours at local animal shelters
- Estimated cost savings to community: \$6,071,037.28

www.handsonneworleans.org