



## **Spring 2025 Downtown Ministries** **Emerging Leader Internship Job Description:**

*The following is an outline of key opportunities for growth within Downtown Ministries that will be structured around your personal and professional development while working under the supervision of Grace Redmond, the Director of Communications and Director of the Emerging Leaders Internship Program:*

### **Major Functions / Accountabilities:**

#### **Non-Profit Skills Development**

*Working directly with a variety of Directors and staff throughout Downtown Ministries programming landscape to understand the professional and practical skillset needed to experience success and lead effectively at a community-conscious and client-facing 501(c)(3) non-profit organization in today's marketplace.*

- Tony Derricotte - Executive Director, Downtown Ministries
- Cary Rivers - Director of Development, Downtown Ministries
- Jesse Pilkenton - Deputy Executive Director, Downtown Ministries
- Grace Redmond - Director of Communications and Director of the Emerging Leaders Internship Program, Downtown Ministries
- Patrick Howard - Director of Community Partnerships at Our Daily Bread Community Kitchen
- Betty Booker - Director of Operations at Our Daily Bread Community Kitchen
- Dr. Xernona Thomas - Head of School at Downtown Academy
- Terris Thomas - Director of Spiritual Formation and Parent Engagement at Downtown Academy
- Tameka Curry - Director of School Operations at Downtown Academy
- Katie Schwind - Office Manager at Downtown Academy

#### **Service Leadership Development**

*Working directly with Downtown Ministries Director of Communications and Director of the Emerging Leaders Internship Program, Grace Redmond, and program directors to provide key "hands on" service to departments throughout Downtown Ministries as key needs arise:*

- Provide additional support as needed to our Directors and staff throughout events, regular programming activities, and weekly administrative tasks
- Attend and engage at organization-wide outreach and engagement events
- Participate in other service leadership opportunities in “boots on the ground” work within the Downtown Ministries landscape. This could look like serving as a group leader at Downtown Academy’s Afterschool Program, maintaining partner food resource programs (Food Bank, Shared Table, etc.) programming needs (pickups and deliveries), helping manage key programming inventory across multiple program facilities or even serving meals and supply management at Our Daily Bread Community Kitchen and other duties as assigned with our programming landscape
- Partner with the Executive Office of Downtown Ministries to support pertinent administrative needs in and for our programming, thus directly making it possible for us to provide the academic and personal development needed to see the children of the next generation thrive and connect our guests with community resources
- Provide key support in program evaluation, getting a bird’s eye view on the needed skills to develop and execute strategic programming goals, vision, and ultimately success in partnership with program directors
- Participate in Darkness2Light (child sexual abuse prevention) training and Leadership Development Opportunities, Social Emotional Learning (SEL) trainings, and seminars like Bridges out of Poverty (program materials to be provided)

## **Community Involvement / Engagement, Networking, and Partnership Development**

*Working with Downtown Ministries Director of Communications and the Director of the Emerging Leaders Internship Program, Grace Redmond, and our Executive Team to understand programs and assist in helping create opportunities for informed public understanding, further develop partnerships and media outlet appearances that will grow our organizational efforts.*

- Support the development of printed assets, digital assets, campaign strategies, and communications strategies within the Downtown Ministries program portfolio for community engagement in the Spring of 2025.
- Attend local volunteer fairs, student recruitment events, internship strategy conversations, or other recruiting spaces specific to Downtown Ministries programming
- Provide direct collaborative support to specific *Legacy of Hope* fundraising initiatives such as the *Legacy of Hope* Golf Tournament (May 2025) as well as partner fundraising events such as the *Winning Fore the Kids* Golf Tournament (April 2025)

- Strategize with Downtown Ministries leadership about key partnerships we'd like to establish on campus or within the community at large and work towards this goal collaboratively
- Carry the culture and mission of Downtown Ministries as an ambassador within your personal network, classes and organizations of interest

### **Communication Focuses, Development Strategies, and Grant Writing**

*Direct, hands-on research, grant writing, communication ideation, and strategic planning with our Director of Development, Cary Rivers, Deputy Executive Director, Jesse Pilkenton, Administrative Assistant and Assistant Director of Operations at ODB, Wren Durden, and Director of Communications and Director of the Emerging Leaders Internship Program, Grace Redmond.*

- Assist in completing grant proposals and researching new grant opportunities
- Strategize with internship coordinators on engagement and communications rhythm to keep donors connected to the work of Downtown Ministries year-round
- Be a key partner and executor in all things related to communications, social media, and ROI for Downtown Ministries to continue effective communication strategies and developmental goals
- Organize and refine contact management software, analyze and update client relationship management (CRM) tool, data gathering procedures, and reports
- Research and propose spaces for new donor and volunteer engagement
- Work cross functionally alongside our grant writing efforts to ensure that all grant requirements are met in a timely, organized and functional manner in conjunction with our established grant writing calendar
- Receive mentorship and development from our Leadership Circle in the skills related to development, fundraising, communication, and community engagement

Updated as of 12/13/2024