



National Kidney Foundation of Louisiana  
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### **Intern Job Description: Data Analysis Coordinator**

The National Kidney Foundation of Louisiana (NKFL) is the only statewide voluntary non-profit health organization dedicated to preventing kidney disease, improving the health and well-being of individuals affected by the disease and increasing the availability of all organs for transplantation.

The NKFL provides vital patient and community services, conducts extensive public and professional education, advocates for patients through legislative action and supports local kidney research to identify new treatments through our three mission pillars of awareness, prevention and treatment.

**Description:** The Data Analysis Coordinator is responsible for the recording and acknowledgement of the organization's donor data and donations. This position works closely with the development and finance departments.

**Reports to:** Community Development and Programs Manager

### **RESPONSIBILITIES:**

- Oversees management of confidential, computerized records of financial and in-kind donors, their giving histories, and other personal information.
- Troubleshoot problems, improve overall processes, and ensure deadlines can be met, even during periods of heavy gift volume.
- Establish new fundraising reports and adapt ongoing reports to track giving levels, collection deadlines, recurring gifts, and other data for ongoing and campaign donors.
- Open mail and organize incoming payables and receivables.
- Generate and review region's donor acknowledgment letters.
- Respond to internal inquires and request for reports as needed.
- Assist with audit request and internal inquires of receivable and cash receipts.
- As workflow and time allows, assist Development team fundraising efforts with various special events and cause marketing as needed.
- Performs additional duties, as required.

## **QUALIFICATIONS:**

- Firm grasp of available tools and platforms in the social media space
- Completed or working toward a college degree, preferable in a related field (e.g. Healthcare Marketing, Public Health, Community Health Education, etc.)
- Previous internship or related experience is a plus
- Must be computer literate (working knowledge of Word, PowerPoint, Excel). Proficiency in Adobe and Photoshop highly desired. Knowledge of HTML and graphic design a plus
- An effective communicator, both written and oral
- Ability to communicate in a professional manner with press and community contacts
- Self-motivated, good organizational skills, detail-oriented, ability to prioritize, multi-task and meet deadline
- Enthusiasm for the mission of NKFL and the patients we serve

## **WORKING CONDITIONS, EQUIPMENT USED AND SPECIAL INFORMATION**

Must have unimpeachable integrity and trustworthiness while possessing a high degree of tact, discretion and professionalism. Maintains effectiveness under pressure. Verbal and written communication skills will be used on a daily basis. Competency in use of a multiple-line telephone, personal computer, fax machine, photocopier and other standard office equipment. Flexible to work evenings/weekends as needed, pending preapproval.

Start Date: Position open until filled for spring, summer and fall terms

Hours: 8-12 hours per week, office hours: 8:30am-5:00pm

Compensation: This is an unpaid internship.

To Apply: Please send cover letter and resume to Torie Kranze at [torie@kidneyla.org](mailto:torie@kidneyla.org) and Tracey Eldridge at [tracey@kidneyla.org](mailto:tracey@kidneyla.org)