

## Discoveries of Hope (DoH) Foundation

As a Los Angeles based 501 (c) 3 non-profit organization, our mission is to provide and promote charitable giving through various recognized public charities in support of their core mission and initiatives. We are committed to providing business assistance to non-profit organizations that promote the growth of healthy communities with an emphasis on education, economic development, health, and wellness.

DoH assists numerous non-profits who have a considerable responsibility to deliver programs that make a difference in communities and have a social impact in society. Our organization manages fundraising events and programs that allow for community job placement and economic growth through local and foreign investment opportunities.

## MBA Business Management Internship

Length of Internship: TBD

Hours Per Week: TBD

Academic Credit Available for Students *(if approved by school)*

The MBA Intern responsibilities include completing project(s) for strategic business directions. These project(s) will provide exposure to top management and multiple functional areas. The scope of the assignment will allow the intern the opportunity to provide value to the organization by achieving well-defined, important strategic objectives. Assignments will be either functional or operational in nature, depending on business needs, in areas such as market research, consumer promotions, operations accounting and finance.

Key Responsibilities include: (not limited to):

- Tracking and managing information on all projects and business development initiatives
- Conduct feasibility studies by project to determine event expenses and set parameters and timelines for fundraising targets
- Prepare various detailed accounting, statistical, and narrative financial statements and reports requiring analysis and interpretation
- Research support for any development projects including new content initiatives and programs
- Assists in the review and preparation of organizational compliance document and financial budgets.
- Preparation, evaluation, justification, and maintenance of organizational budgets and budgetary controls
- Gathering and analyzing information provided for supportive data in proposals
- Research competitive sites or potential affiliate partners through the use of website analytical tools
- Willing to take on additional responsibilities as needed and be a proactive team player
- Strong problem solving, organizational, communication and analytical skills are essential
- Ability to partner cross-functionally with sales, finance, operations, R&D, marketing, and other functions necessary to accomplish organizational strategic goals and objectives.

Interns will also be expected to demonstrate;

- An in-depth understanding of critical thinking skills and business-related issues
- Exercise sound judgment and decision-making
- Project management and data analysis skills
- Knowledge of accounting principles and practices; computer software applications of accounting procedures

Skills and Abilities:

- Must be a graduate student pursuing an MBA degree with at least 2 years work experience
- Leadership capabilities demonstrated through extracurricular activities, employment, and/or internship experiences desired
- Highly motivated independent thinker who learns quickly with strong analytical skills
- Ability to work independently by taking initiative
- Ability to prioritize tasks and manage multiple activities concurrently
- Excellent prioritization, planning and time management skills
- Solid history of superior personal achievement in school and work
- Self-directed with a natural, intellectual curiosity
- Excellent interpersonal and communication skills

**To Apply:** Complete the online Volunteer Application and send resume to [careers@discoveriesofhope.org](mailto:careers@discoveriesofhope.org) or fax to 866.647.9696