



**Development Intern
Job Description
2014-2015**

Development Internship (Un-Paid)

Hours: 5-15 hrs/week; nights and weekends as needed

Time Period: Mid-September to Mid-December 2014 and January to July 2015

Position Summary

The Development Intern will work with the development team to help archive and organize all Youth Speaks individual and grant files, assist with database clean up and management, assist with the creation of and mailing of development materials, provide support for the launch of the membership campaign, and help promote all Youth Speaks' events, workshops and public performances.

About Youth Speaks

Founded in 1996, Youth Speaks is the leading nonprofit presenter of Spoken Word performance, education, and youth development programs in the country. Presenters of local and national youth poetry slams, festivals, reading series, and more, Youth Speaks also offers a comprehensive slate of literary arts education programs during the school day and the after-school hours, and conducts numerous publications and youth development programs. All told, Youth Speaks works with 30,000 teens per year in the Bay Area alone, and has created partner programs in over 47 cities across the United States.

Responsibilities

- Assist with the donor acknowledgement process
- Assist with data entry into Salesforce
- Research corporate sponsorship opportunities for the major upcoming events including: Teen Poetry Slam, Bringing the Noise for MLK, Life is Living, Friendraiser
 - Help prepare materials for the solicitation
 - Assist with the mailing of the solicitations
- Research matching gift opportunities for existing donors.
- Draft donor communications
- Assist in planning and execution of major fundraising events and activities
- Assist with communication with individual and corporate donors
- Research grant prospects using foundation database
- Organize grant and donor files and documents

Requirements

- Strong written and oral communication skills
- Strong internet skills
- Proficiency in Microsoft Office Suite, Google Docs, Eventbrite, experience with Salesforce and adobe creative suite a plus, but not required
- Ability to work independently and take initiative on projects
- Must be comfortable working in a busy office environment and display strong interpersonal skills
- Experience in marketing and communications or development a plus.

Qualifications

The ideal candidate will have strong communication, organizational, and research skills and a proven ability to be persistent and resourceful. Interest and experience in fundraising is preferred.

To apply, please send a brief cover letter and your resume to bmcdaniel@youthspeaks.org