



Spring Development Intern

About Youth Speaks: Founded in San Francisco in 1996, Youth Speaks launched a comprehensive series of local programs for young people in and out of school, which included producing the first youth poetry slam in the nation in 1997, before launching national programs such as the Brave New Voices Festival in 1998. Youth Speaks has since maintained an integrated series of on-going programs, performances, and convenings that engage thousands of youth locally, and hundreds of thousands across the country. The Wallace Foundation named Youth Speaks one of the eight exemplary arts education organizations in the nation.

A multi-faceted organization that understands that the power, insight, creativity, and passion of young people can change the world, Youth Speaks has long been recognized for innovative arts education and youth development practices. Our work prepares young people to be at the center of critical conversations, to speak in their own vernacular from their own reality, and to act as peer educators with the guidance of dedicated and consistent mentors. Within our spaces, young people from across the demographic spectrum come to share their stories with each other, and with the general public at large. Learn more at www.youthspeaks.org

Internship Description: The Development Intern will support the Development Team as we connect and build relationships with the community at large. We are looking for someone who is excited about nonprofit fundraising and wants to roll up their sleeves to support the mission. By the end of the internship, you will understand the essentials of fundraising (grants, reports, donor cultivation/stewardship, in-kind donations, fundraising data entry, prospecting, etc.).

As an intern at Youth Speaks, you'll also have access to all Youth Speaks events (Teen Poetry Slam Finals, Unified District Slam, Queeriosity, First Sound Institute, etc.). You'll work with an amazing staff which includes national leaders in arts & culture, internationally renowned poets, and incredible educators.

Responsibilities: The Development Intern will provide administrative support to the Development department and core day-to-day activities will include:

Gift Processing

- Record gifts in Salesforce
- Draft and send gift acknowledgements

Grants Support

- Prepare grant proposals and report applications

- Support additional support and supplementary materials for grant proposals and reports
- Help proof outgoing proposals and reports
- Assist recordkeeping of grant/report submissions in Salesforce and ensure archival of all materials

Events

- Support planning and execution of quarterly donor events (which generally occur on weekends and evenings)
- Provide logistical support for all events (print materials/name tags, assist with set-up, etc.)
- Research potential event sponsors and donor prospects

In-Kind & Silent Auction

- Help identify and solicit in-kind donations
- Process incoming in-kind donations (maintain records and send acknowledgements)
- Support the creation of silent auction materials
- Process silent auction items and manage troubleshooting/questions

Data Entry

- Support all Development-related data entry (creating, updating, and managing all gifts and awards)
- Help ensure accurate and timely record-keeping

Finance

- Work closely with the Director of Finance and Operations in support of grant proposals and reports
- Support the cash disbursement timeline and process for Finance team

Qualifications: Youth Speaks seeks candidates who believe in our mission and have strong project management and organizational skills. Qualifications include but are not limited to:

- Possessing an eye for details and a passion for organization
- Curiosity and an interest in learning new skills
- A track record of initiative and resourcefulness
- An enthusiasm for writing and editing
- Strong interest in the arts & culture and non-profit sectors
- Ability to work collaboratively and independently, depending on the needs of the project
- Familiarity or experience with G Suite, Word, Excel, Powerpoint and Adobe.
- Experience with data entry/recordkeeping is a plus but not required

Details

- Compensation: A stipend of \$500/month for the duration of the internship (dates below)
- Time Commitment: 10 hours a week (days are flexible)

- Location: San Francisco Office – 1663 Mission St, Suite 604, San Francisco (near Civic Center BART, 16th St BART, and the Van Ness Muni station)
- Time Frame: April 1st – June 30th
- Deadline: Applications reviewed as they arrive. Preference given to those who submit by March 15th

To apply, please send a brief cover letter, resume/CV, and a writing sample (no more than two pages) to employment@youthspeaks.org