



Position: Fundraising and Development

Salary: Non-paid Internship

Education: H.S. Diploma *required*

Location: Northeast San Fernando Valley, Los Angeles, CA

Language(s): English and Spanish *preferred*

Area of Focus: Youth Empowerment, Community Development, Education & Training

Type: 2-6 hours per week, minimum 4 month commitment

Posting date: April 1, 2010

Start date: ASAP

Youth Speak Collective (YSC), a 501 (c)(3) non-profit organization founded in 2005, is a youth-driven initiative empowering low-income communities in the Northeast San Fernando Valley. YSC provides area youths with the skills necessary to pursue higher education and create strong communities.

Job Description: The **Fundraising and Development Intern** will be directly involved in the areas of fundraising, grant research, grant writing, event planning and development. This position is ideal for students looking to gain more knowledge in the field of strategic developing projects and fun fundraising ideas. The Fundraising and Development Intern will assist with all aspects and logistics related to special event planning for fund-raising purposes. Communication with donors as relates to outbound fundraising proposals, and existing relationships.

RESPONSIBILITIES

- Maintain donor database
- Grant research and writing
- Outreach, manage and communicate with potential donors (individuals, corporations, foundations)
- Compile and write necessary fundraising materials
- Attending conferences, meetings and participating in outreach events
- Assist in summer/fall fundraiser events

QUALIFICATIONS

- Current High School student
- An individual with an entrepreneurial spirit who is innovative, flexible, persistent and ambitious
- Must be comfortable working in a team environment
- Bilingual and/or bicultural, but not necessary
- Excellent networking skills
- Willingness to work some non-traditional hours and Saturdays as required
- A self-starter with the ability to work successfully with little supervision
- An excellent communicator with strong writing skills and research experience
- Proficient with Microsoft Office including Word, Excel and Powerpoint
- Have at least one year prior experience in given field
- Enthusiastic, detail-oriented and eager to learn
- Knowledge and involvement in youth programs
- Valid driver's license

Interested candidates should email a cover letter and resume to: jobs@youthspeakcollective.org

Please include in the subject line: "Fundraising and Development Intern"