

# LITERACY PARTNERS

## Fundraising Intern Job Description

### **Internship Description:**

The Development and Communications Department of Literacy Partners in New York City is seeking an intern. He/she will work primarily with the Development Director and Deputy Development Director to assist with all elements of fundraising. The intern will learn how to proof collateral and writing (appeals, foundation proposals, letters) for donor-centricity, assist with the development of donor communications, support fundraising and cultivation events, conduct research on donor, honoree and foundation prospects and coordinate and assist with mailings, data entry and other admin tasks as needed.

### **Essential Functions:**

- Undertake research for prospecting new donors, foundations, etc.
- Proof, edit and update text for donor communications as necessary
- Assist/support fundraising and cultivation events
- Participate in the administration of the development department (mailings, filing, data entry etc.) as needed

### **Qualifications:**

- Enrolled in an undergraduate or graduate program in New York City.
- Excellent oral and written communication skills.
- Highly motivated and able to work independently or part of a team.
- Keen attention to detail.
- Creative and innovative - you have interesting ideas.
- Experience with Raiser's Edge or other fundraising databases a plus
- Experience with development and nonprofit fundraising a plus
- Familiarity with Microsoft Office and Google Drive a must.

**Hours:** Applicants are asked to commit a minimum of 16 hours a week to the internship.

**Compensation:** This is an unpaid/volunteer internship. A metrocard is provided.

**To Apply:** Please send a cover letter and resume along with one short writing sample to Allison Sciplin at [allisons@literacypartners.org](mailto:allisons@literacypartners.org). Please use the subject line "Development Intern." No phone calls please. Candidates selected for the interview phase will be contacted.

### **About Literacy Partners:**

Literacy Partners aims to break the cycles of poverty and illiteracy for this generation and those to come. Through our free adult literacy classes, New Yorkers gain the skills they need to succeed in their education, at work, at home, and in their families. <https://literacypartners.org/>