

Job Description / Announcement
Position: Fund Development Intern

Responsible to: Development Manager

Location: Deer Park, Long Island (819 Grand Blvd, Deer Park, NY)

ORGANIZATION: Girls Inc. of Long Island inspires all girls to be strong, smart, and bold through life-changing programs and experiences that help girls navigate gender, economic, and social barriers. Research-based curricula, delivered by trained, mentoring professionals in a positive all-girl environment, equip girls to achieve academically; lead healthy and physically active lives; manage money; navigate media messages; and discover an interest in science, technology, engineering, and math. Learn more about our programs and advocacy at www.girlsincli.org.

Summary: The Fund Development Intern will support staff with gift processing, database and digital files management, donor stewardship, donor prospecting and grant writing. Open to all majors, this is an excellent opportunity to participate in various aspects of a growing grassroots nonprofit with lots of room for creativity and development of valuable skills.

Responsibilities:

- Assist with gift processing and acknowledgement letters and donor database management
- Assist with grant tracking, filing and reporting
- Perform prospect research on grant prospects and write grant proposals
- Support our annual fund campaign through increased communication with individual donors such as creative thank yous and impact reports
- Assist with the logistics, tracking and promotion of fundraising and cultivation events.

Work Schedule:

- 15-20 hours per week for Summer, schedule to be set by supervisor

Qualifications:

- Excellent research, writing, and interpersonal skills
- Strong computer skills, particularly in Microsoft Office, and knowledge of Internet technology
- Self motivated and self directed
- Ability to work and excel creatively in a collaborative and fast-paced work environment

- Ability to work independently and with a team
- Good organization skills and strong attention to detail
- Open to all majors, with particular consideration to Public Administration, Human Resources and Business candidates
- Ability to multi-task and manage multiple projects at one time
- Manage time effectively to efficiently meet timelines and budgets

Application Information:

Please send a brief statement of interest and resume to Monica Kim, Operations Manager, mkim@girlsinlongisland.org

AN EQUAL OPPORTUNITY EMPLOYER