

Fundraising Internship (Summer)

~20 hours/wk. for 10-12 weeks

Duties & Responsibilities:

This internship consists of grassroots fundraising efforts in collaboration with the Development Director. The Fundraising Intern will be responsible for assisting in the coordination of fundraising activities, events, and solicitations.

Specific duties include:

- Grant research and grant narrative development assistance
- Identifying and outreaching to potential funding sources
- Developing presentations for a variety of groups and companies
- Events support (planning, logistics, donations, outreach)
- Implementing social media strategies on Facebook, Twitter, Instagram
- Assistance with merchandise sales and distribution
- Volunteer coordination for snail-mail fundraising appeals
- Other tasks and assignments as needed

Minimum Qualifications:

- Interest in grassroots/non-profit fundraising
- Computer literate (including Microsoft Word and Excel competency)
- Ability to coordinate several activities simultaneously
- Excellent people skills and writing skills
- Strong commitment to social justice
- Ability to work well in a team and with diverse populations

Other Desired:

- Familiarity with iMac, Adobe Suite, Google Suite
- Bilingual English/Spanish

*Please send your resume and cover letter via email to **JRICE@COHSF.ORG** or mail/hand-deliver to **Development Director, 468 Turk St., San Francisco, CA 94102**. This is an unpaid internship. Hours may fluctuate based on need. This application will remain open until the position is filled.*