

# Join the Fund for Santa Barbara's Development Efforts

We're seeking a dynamic intern to support our fundraising efforts from July 2019 to November 2019.

## **Overview:**

The Fund for Santa Barbara's Development Intern will provide administrative and technical support to fundraising campaigns and events, including Bread & Roses, our annual community auction and dinner.

## **Requirements:**

This individual will ideally have the following:

- A strong commitment to the mission of the FUND.
- Previous administrative experience or the ability to learn.
- Strong computing skills, including fluency in MS Office Suite software
- Strong organizational capacity and attention to detail.
- Strong phone and verbal communication skills
- Ability to manage multiple deadlines and thrive in a fast-paced, highly-social environment.
- Experience working with diverse populations.
- Ability to attend occasional evening / weekend events.
- Preferred but not required: Previous non-profit and/or community organizing experience

Training will be provided to support the Development Intern in their work.

## **Responsibilities include:**

- Database entry and upkeep.
- Drafting and sending out thank-you letters to donors.
- Soliciting silent auction donations from local companies and donors.
- Representing the Fund at local events.

## **Monthly Stipend:**

We offer a sliding scale stipend based on the average number of hours worked per week: 20 hours / wk = \$200 / mo - 15 hours / wk = \$150 / mo - 10 hours / wk = \$100 / mo

For example, if you average 15 hours per week for four weeks, the monthly stipend would be \$150. We can pay monthly or offer the lump sum at the end of your internship.

## **How to Apply:**

Email your completed application and resume to Kristin Hsu, Operations Assistant, at [kristin@fundforsantabarbara.org](mailto:kristin@fundforsantabarbara.org)

We want this to be an exceptional learning experience for our interns. Please check out and attend community events and other FUND events like Bread & Roses, Capacity Building Workshops, Staff Meetings, and so on.