



Position Title: Development Interns (see multiple positions listed below)

Reports to: Supervisors vary per position

Status: Internship

Length of Internship: One year is ideal (Minimum of one semester); Must be available two days per week (hours vary)

About the Development Department

FLY's Development Department is responsible for the local, regional, and national foundation, corporate, and government grant fundraising to support FLY's work and growing annual budget. The team also manages individual giving through the cultivation of relationships with key stakeholders and donors in the community to sustain ongoing support of the agency. This seven-member team is dynamic, fun and energetic; they are always ready to engage FLY supporters and staff in events and activities that will bolster engagement of more people in FLY's mission and vision across all three counties.

Development Intern – Position Summary

The Development Intern will provide organizational and administrative support to the development department, whose core function in the agency is fundraising, events and raising awareness about FLY's services in our communities. This important work may include administrative support to the Development Associate, the Director of Grants Management and Grants Associate, and other members of the Development team. S/he must function efficiently and effectively in a fast-paced professional environment and have the proven ability to complete multiple tasks and projects with diverse priorities and deadlines. This individual must be able to organize and maintain administrative processes as directed and guided by the team.

The ideal candidate will be dynamic, high-energy, and organized, and must possess strong written and verbal communication skills. S/he must consistently exhibit a high level of professionalism with all FLY staff, clients, stakeholders and visitors. The Development Intern will uphold FLY's core values and be internally motivated by FLY's mission.

2 Development Internships Available:

- **Salesforce/Data Entry Intern (Supervisor: Development Associate; 2 days per week)**
 - Assist the Development Associate in the managing of important funder-related data
 - Research funder biographies for use by FLY's executive leadership
 - Support the gift acknowledgement letter process as new financial gifts are received
 - Research corporate sponsors and corporations within our jurisdictions, including the discovery of how to be added onto the business list of donations for non-profits

- **Speech Committee Intern (Supervisors: Director of Client Engagement & Events; Events Coordinator; 1-2 days per week)**
 - The Speech Committee consists of FLY youth who have graduated from our programs and want to learn public speaking and how to communicate their personal stories in an empowered way.
 - Assist the Director of Client Engagement & Events with twice per month and other miscellaneous Speech Committee activities and events
 - Help to plan and support the execution of Speech Committee and some corporate events where Speech Committee youth may be involved



- Give youth rides to and from events as needed
- Must be at least 21 years old and have reliable transportation.

All may include other duties as needed and assigned.

Organizational Duties:

- **Uplift FLY Morale**
 - Maintain a fun, positive and hardworking ethic while interfacing any FLY staff, volunteers, stakeholders and/or clients
- **Acknowledge and Support FLY's Culture**
 - Adhere to all FLY policies and procedures
 - Maintain personal balance and be receptive to perceptions of imbalance; voice concern if assistance is needed
 - Seek out and participate in personal and professional development opportunities
 - Adhere to, uphold, and incorporate FLY's values into all relations with youth, staff, and community stakeholders/volunteers:
 - Caring
 - Change Agents
 - Diversity/Creativity
 - Respect
 - Commitment (Non-Judgmental & Unconditional Love)
 - Responsibility/Accountability
 - Professionalism

Qualification and Competency Requirements

Positional Competencies – required for our Development Interns

- *Must have reliable transportation, drivers insurance and live in or near Santa Clara County area*
- *Strong Written and Verbal Communication skills; Willing to ask clarifying questions and enthusiastic to offer suggestions*
- *Attention to Detail, Organized and Prompt*
- *Quick Learner*
- *Computer Proficient*
- *Project Implementation and Process Systemization*
- *Able to build quick rapport with FLY Youth (Speech Committee Intern)*
- *Interest and experienced in conducting online research (Grants Admin Intern)*
- *Familiar with knowledge of social media sites (Social Media Intern)*
- *Creative; Communication/Marketing background (Communications Intern)*

The Development Internships are an unpaid internships with professional development and youth program involvement opportunities. Interested applicants please submit a Cover Letter expressing your interest and fit for this position and Resume internships@flyprogram.org.

Please specify the title of the Intern position for which you are applying within your email's subject line.