

Position Title: Community Resources Intern

Reports To: Director of Community Resources

Schedule: This position has the option to create a flexible schedule of 8-12 hours per week. A minimum commitment of three months is requested in order to provide the most beneficial learning experience.

About Fresh Lifelines for Youth

Fresh Lifelines for Youth (FLY) is an award-winning nonprofit working to break the cycle of juvenile violence, crime, and incarceration. In twenty years of this work, FLY has supported tens of thousands of young people impacted by the justice system. FLY is at a critical juncture in our evolution: adding to a long history of success providing impactful intervention and prevention programs for young people, we understand that the pipeline-to-prison is a series of systems, structures and practices that suppress the ability of young people of color and other marginalized young people to thrive. We've set an audacious goal to do something about it: by 2030, through partnering with young people, communities, and systems, FLY will contribute to the fight for equity and justice by taking concrete steps to dismantle California's pipeline to prison, equip 30,000 juvenile-justice and at-risk youth to transform their lives, and strengthen services for marginalized youth in California and beyond. More info at: www.flyprogram.org.

Community Resources Intern - Position Summary

Nearly 80% of FLY's budget comes from foundation and government grants. The organization is in an exciting phase of growth, working toward our strategic growth plan, Imagine 2030. The Community Resources Intern will learn about FLY's growth plan by working with the Director of Community Resources on execution of fund development activities. The Community Resources Intern will report to the Director of Community Resources, who is responsible for managing the agency's foundation and government grant proposals for local, regional, and national to support FLY's direct services. The Community Resources Intern will also collaborate with FLY's Development Team and other staff at FLY. This is an exciting opportunity to learn about the world of fundraising and gain experience in grant writing and development.

By the end of the internship, the Community Resources Intern will have learned how to: identify foundation, corporate, and government funding prospects; plan and develop a grants proposal; collaborate on grant writing; and write foundation and corporate grant reports. The Community Resource Intern will also be exposed to the full cycle of a grant, from prospect to award, and will develop a working knowledge of grant writing and grants management.

Duties and Opportunities for Experience:

- **GRANT WRITING:** The Community Resources Intern will assist with preparation of grant proposals for foundations, corporations, and government grants. The intern will develop expert knowledge of FLY programs and services in order to prepare accurate and persuasive funding requests.
- **GRANT REPORTING:** The Community Resources Intern will learn how to develop, prepare, and edit grant reports for foundations and corporations.



- **GRANT PROSPECTING:** With support from the Director of Community Resources, the Community Resources Intern will learn how to research the funding requirements of potential new public and private funding sources and opportunities. They will then have the opportunity to identify, evaluate, and propose prospects for new foundation, corporate, and government grants.
- **CONTEXT RESEARCH:** The Community Resources Intern will learn how to conduct research to develop and maintain knowledge of and expertise in policies and theories concerning juvenile justice systems and youth development.
- **DATABASE & RECORDS:** With the Director of Community Resources, the Community Resources Intern will maintain grant activity files in Salesforce, and in electronic and paper records. By the end of the internship, the individual will have introductory knowledge of Salesforce and fundraising best practices.

Qualification and Competency Requirements

Positional Competencies

- **Strong Writing Skills:** Experience with formal writing is necessary (this can include academic writing). This internship will build on the Community Resource Intern's writing to experience to develop and write effective and powerful applications.
- **Analytical and Research Skills:** Strong oral and written communication skills. The intern will be required to research, assimilate, and analyze information; compose documents; present data clearly and concisely; and effectively gather and present information.
- **Eager Learner and Attention to Detail:** The ideal Community Resources Intern will be eager to learn new skills and competencies while paying close attention to details.
- **Professionalism and Maturity:** A foundation of promptness, respect, and growth mindset are essential to success at FLY. Additionally, since the intern will have access to confidential data, ability to maintain confidentiality is required.

FLY's grants team operates remotely. **This position would be remote, unless determined otherwise.**