



## **Internship Description North America Development Intern San Francisco**

**Internship Focus:** Individuals and Family Foundations

**Location:** San Francisco

**Term:** 4-6 weeks (min 10-20 hours/wk)

**Ideal Start Date:** June 2020

### **Organization Profile:**

Room to Read is a global organization transforming the lives of millions of children in low-income communities by focusing on literacy and gender equality in education. Founded in 2000 on the belief that World Change Starts with Educated Children®, our innovative model focuses on deep, systemic transformation within schools during two time periods that are most critical in a child's schooling: early primary school for literacy acquisition and secondary school for girls' education. We work in collaboration with local communities, partner organizations, and governments to develop literacy skills and a habit of reading among primary school children and ensure girls can complete secondary school with the skills necessary to negotiate key life decisions. By focusing on the quality of education provided within the communities and ensuring these outcomes are measured, we have created a model that can be replicated, localized and sustained by governments. Room to Read has benefited 16.6 million children across over 30,000 communities in Bangladesh, Cambodia, Grenada, Honduras, India, Indonesia, Jordan, Laos, Myanmar, Nepal, Rwanda, South Africa, Sri Lanka, Tanzania, Vietnam, and Zambia. Learn more at [www.roomtoread.org](http://www.roomtoread.org).

### **Opportunity Overview:**

The Development intern will assist Room to Read's SF Development team with tasks that support efforts to renew, acquire, cultivate and steward donors across North America. This position will assist on a variety of tasks including but not limited to those listed below, gaining real experience and know-how through substantial, mission-driven work.

The Development intern will gain hands-on-experience balancing the priorities of multiple initiatives including some work on various markets as Room to Read works to strategize how to continually tap into philanthropy in North America in the best way possible. With coaching and guidance from the Development Associate, the Development Intern will have the chance to be immersed in various aspects of strategy and communication to bring about successful business development and fundraising. This internship will provide the opportunity to be a part of various stages and initiatives within our development department, helping to drive development, communication and strategy.

This intern should be prepared to be an integral part of a fast-paced, team environment. She/he will finish the internship having gained broad experience in various aspects of development. In addition, opportunities to sit in on meetings and presentations and/or connect with other staff, schedule dependent, can easily be arranged based on intern's areas of interests.

### **Tasks & Projects:**



World Change Starts with Educated Children.®

- Provide logistical support on annual North America events, including but not limited to: working with members of the team on event strategy, timeline and venue research, budgets/payment, crafting and sending invitations and communication, building invite lists and host committee recruitment.
- Provide execution support on annual North America events, including but not limited to: maintaining accurate RSVPs and reports, responding to attendee questions, picking up/delivering materials, and attending Room to Read events, as needed.
- Provide support for the North America Team's use of the Peer to Peer fundraising platform Classy as well as the Salesforce email marketing platform, Marketing Cloud.
- Provide administrative support including, but not limited to data entry, prospect research, expense reports, management of donor records in the Salesforce NGO Connect database (NGOC), and mailings.
- Research outreach opportunities and draft presentations for, foundations, schools, and prospective donors.
- Work closely with members of the North America Team to draft responses to inquiries from new volunteers and donors.
- On-going special projects, including but not limited to creating unique donor recognition strategies, communication tracks, etc.
- Assist with gift receipting and acknowledgment cards
- Support the coding and tracking of North America revenue.
- Conduct prospect research through Wealth Engine and Google searches for targeted industry initiatives along with matching campaign partnerships and corporate event sponsorships.
- On-going special projects, including but not limited to creating unique donor recognition strategies, communication tracks, etc.
- Other duties as necessary.

### **Qualifications:**

#### **Required:**

- B. S./B.A. in progress or completed, with course work in a relevant subject
- Excellent verbal and written communication skills in English
- Highly organized with excellent attention to detail
- Prior success working closely and building relationships with diverse groups of people
- Adept at using Microsoft Outlook, Excel, Word and PowerPoint
- Ability to juggle multiple priorities simultaneously and take initiative
- Flexibility to take on *ad hoc* projects as needed
- Legally eligible to work in the United States; no sponsorship provided



**Preferred:**

- Effectiveness in working or volunteering in a non-profit organization that is focused on maintaining high quality work and low overhead

**To be successful as a member of the Room to Read team, you will also:**

- Have a passion for their mission and a strong desire to impact a dynamic nonprofit organization
- Be an innovative and creative thinker – you are not afraid to try something new and inspire others to do so
- Have a very high level of personal and professional integrity and trustworthiness
- Have a strong work ethic and require minimal direction
- Work well independently as well as part of a team
- Thrive in a fast-paced and fun environment

**Benefits:**

This internship offers a unique opportunity to gain nonprofit development and events experience and be part of an innovative, meaningful, fun, and rapidly growing organization that is changing the world. School credit may be available depending on the requirements of your institution.

**Application Procedure:**

Please return your completed INTO Student Internship form to your INTO Centre's Student Services team by email with 'SF INTERNSHIP' in the subject line.

Every application will carefully be reviewed; however, due to high applications we are not able to send personalised responses to all applicants. Applications are due 15<sup>th</sup> December 2019.

INTO Giving and Room to Read are proud to be equal opportunity employers committed to identifying and developing the skills and leadership of people from diverse backgrounds