

Fundraising & Development Analyst, Community Lab

Position Type: Late Summer 2010 Graduate Student Internship, Fundraising & Development

Organization: Community Lab

Location: New York, NY

Time Commitment: 30+ hours/week, to start immediately

Duration: July to September 30, with potential to continue afterwards

Compensation: This position is unpaid.

To apply: Send a resume and cover letter to recruiting@community-lab.org. Applications accepted on a rolling basis. Please indicate where you heard of this position in your email.

About Community Lab:

Community Lab works to strengthen communities worldwide by investing in motivated people and the systems that connect them. We do so through consulting, producing and incubating. We advise governments at the national level on their development strategies both in the interventions employed and the funds apportioned. We create systems that allow developing nations to adapt their capacities to the changing environments of growth by linking national resource centers with local data collectors. We nurture thought leaders and ideas that seek to create dynamic social enterprises on a local scale that have impact on a global scale.

Position Description:

The Fundraising & Development Intern will report to the Director of Development & Partnerships and be responsible for supporting the organization's fundraising initiatives through donations, grants, campaigns, and partnerships. In addition, the Fundraising & Development Intern will work on the community engagement initiative, contribute to the blog and other publications, as well as provide general support to the organization in the office. This is a great opportunity for an interested individual to gain experience in a dynamic startup environment.

Requirements and Responsibilities:

- Supports all fundraising efforts, including donor development and relations, grant applications, campaigns, and partnerships
- Assist the Director of Development & Partnerships to develop and manage all fundraising relationships with individuals, foundations, corporations, and other organizations
- Work to standardize and strengthen the fundraising operating unit, including the implementation of Salesforce to manage donor relations
- Coordinate fundraising events in conjunction with the Communications team
- Assist the community engagement initiative through social media and events
- Write and contribute to Community Lab's blog and other publications
- Interns are expected to report on the progress of their projects in a weekly meeting with the internal Community Lab staff

Qualifications:

- Excellent organization and attention to detail
- Excellent written and verbal communication skills
- Knowledge of Salesforce or related software (e.g. Donor Perfect, Raiser's Edge) preferred
- Experience in a non-profit or development setting, including grant writing, preferred
- Ability to work cooperatively, courteously, and effectively in a fast-paced, multi-departmental environment to meet deadlines
- Interest in international development and commitment to the Community Lab mission
- Positive attitude and sense of humor a must!