

## Fundraising & Development Intern – Fall 2017

### Overview:

English At Large (EAL) is a nonprofit that provides individual and small group instruction through a volunteer network to adult immigrants and other newcomers who want to acquire English language skills as they adapt to life in the United States. Our vision is that newcomers to the United States will develop the English language skills and acquire the cultural knowledge they need to fully engage in their communities and fulfill their life goals.

EAL has a full-time staff of 3, hosts one AmeriCorps member, and depends on the efforts of more than 200 volunteers who carry out our mission in service to more than 500 learners each year. Through our One-to One Tutoring Program, Conversation Groups, Career Access Lab and Beginner English classes, EAL helps newcomers acquire the skills, confidence and community connections they need to reach their full potential.

An Executive Transition in early 2017 has inspired changes to our programs, board structure and fundraising strategy. To assist us as we move forward, we seek a person with a passionate interest in the nonprofit sector and an eagerness to learn through hands-on experience. Our next Fundraising & Development Intern will work closely with the EAL Executive Director and Board to facilitate and support an emerging marketing and fundraising plan that will sustain operations and fund continued growth. This is a unique opportunity to join and contribute to a dynamic team engaged in a variety of high impact activities:

- “Big Picture” planning: fundraising and marketing strategy and goals
- Special events: community breakfasts, cultivation and recognition events and the EAL Annual Auction
- Direct fundraising: annual appeals, personal solicitations, stewardship
- Grant writing and research: private and corporate foundations and local community organizations
- Marketing: media releases, community events and appearances, partnership opportunities
- Board committee development: work plan, goal setting, member recruitment strategies

### Responsibilities May Include:

- Funder research and communications
- Database and mailing list management
- Development of appeals and marketing materials
- Participate in and facilitate events

### Desired Qualifications:

- Enrollment or completion of degree in Business, Nonprofit Management, Fundraising, or Marketing
- Excellent computer literacy; high proficiency in Microsoft Office, Google Docs, Forms and web-based applications.
- Attention to detail a must
- Demonstrated initiative, creativity and resourcefulness; a “hands-on, can-do attitude”
- Awareness and understanding of the needs of non-native speakers of English

### Benefits:

- Work side-by-side with a highly experienced nonprofit Executive Director on high-impact initiatives
- Increase knowledge and applications of best practices in fundraising and nonprofit management
- Establish professional connections in local nonprofit networks
- Experience the personal satisfaction of joining a team of highly committed and talented staff and volunteers who work to welcome and support local immigrants and refugees

This is a fall internship position, 16-20 hours per week, beginning in September 2017.