

# Donor Relations Intern

## LaunchCode

LaunchCode is a non-profit solving the tech talent gap and paving new pathways to economic opportunity through training, apprenticeships and job placement in technology. Our staff has the unique opportunity to participate in the growth of a quickly-evolving nonprofit, as well as help advance the local and national tech economy. We have a fantastic team and a dynamic work environment, and we are excited to have some phenomenal interns join the team and help grow our impact in the community. If you're passionate about empowering people to reach their full potential, we encourage you to apply!

LaunchCode is seeking a highly motivated individual to serve as an intern in our Donor Relations department, which is focused on growing financial support for our programs. This intern will work closely with our Director of Institutional Giving to research current workforce trends, write compelling narratives of our organization's impact, and submit proposals to corporations/foundations for financial support. Additionally, the intern will assist with prospect research, event management, alumni engagement, and data entry as needed.

If you want to collaborate with a motivated group of problem solvers working to make careers in technology more accessible to individuals of all backgrounds and experiences, keep reading!

## Responsibilities

- Learn about LaunchCode's mission, programming and funding streams. Be able to speak about them articulately and write about them concisely.
- Assist in research focused on broadening the portfolio of prospective corporate/foundation donors to LaunchCode's free education programs.

- Research and write about current trends in the industry to maintain relevance in our grant verbiage. Topics include, but are not limited to: tech hiring, diversity in technology, the tech talent gap and barriers to employment.
- Help manage fundraising database, work on grant/gift compliance and perform related data entry.
- Assist with fundraising events, alumni engagement and donor acknowledgment as needed.

## Qualifications

You are the perfect candidate for this position if you...

- Are a current college sophomore, junior, senior or graduate student majoring in one of the following areas (or a related field): English, Communication, History, Sociology, Women/Gender Studies, Nonprofit Management or Philosophy. If not a current student, you have proof of robust research and writing experience.
- Are committed to the notion that driven people should have the opportunity to access a fulfilling career in technology.
- Have proficiency with G Suite. Bonus if you have experience with a CRM Software (i.e. Salesforce).
- Think attention to detail is important and have a strong interest in helping an organization develop the narrative of their impact and programming.
- Are an excellent writer who can clearly assess a societal problem and concisely document the work being done to combat the issue.
- Get excited about research and want to help a nonprofit discover new resources to better serve the community.
- Have excellent interpersonal and problem-solving skills.
- Can be an effective team member in fast-paced an environment and able to thrive under pressure.

## Position Type

This is a part-time, paid internship for the summer of 2019.

The internship will last May 29, 2019 - August 16, 2019. Internship dates are flexible. Intern will be paid \$12.00/hr and will work 20-30 hours a week.

## To Apply

Apply online by filling out the form above. No phone calls please, we're busy kicking butt and taking names (and tech jobs). Applications will be accepted on a rolling basis until the position is filled. Please expect to share three writing samples if you are selected for an interview. We highly recommend applying as early as possible for the best chance of moving forward.

## We Heart Diversity

LaunchCode supports and fosters leadership from underrepresented communities. We strongly encourage folks from immigrant communities and communities of color, as well as those who identify as women, LGBTQ or under-resourced to apply. LaunchCode is an Equal Employment Opportunity Employer. Program and employment policies of LaunchCode are nondiscriminatory in regard to race, color, gender, religion, age, national origin, disability, veteran status or sexual orientation.