

## **Development Intern**

**Reports To:** Development Director

**Hours:** Part Time (Monday-Friday); a minimum of 10 hours/week

**Schedule:** Flexible

**Location:** Oakland, CA

**To Apply:** Please send resume and cover letter to [DevelopmentJobs@buildon.org](mailto:DevelopmentJobs@buildon.org)

### **Overview of the Organization**

buildOn is a not for profit organization working to break the cycle of poverty, illiteracy and low expectations through service and education. buildOn runs intensive community service and service learning programs in 44 high schools across the U.S. and empowers youth to contribute direct service to their communities – working with senior citizens, the homeless population and younger children. Through buildOn, students learn to see themselves as the solution, not the problem. They elevate expectations for their communities and themselves. And they develop the character, grit and determination they need to succeed. **97% of buildOn students in the U.S. not only graduate from high school, they go on to college!** These same students help build schools in some of the economically poorest countries in the world, bringing access to education to hundreds of communities. buildOn students have contributed more than 1.9 million hours of service in the U.S., and have helped build more than 1122 schools in Burkina Faso, Haiti, Nepal, Nicaragua, Malawi, Mali, and Senegal.

### **Overview of the Role**

We currently have an internship available in our Development Department based in Oakland, CA. This is a great opportunity to enhance your development and fundraising skills applicable in both the for-profit and non-profit sectors, while contributing to meaningful social change! Interns will work on a multitude of dynamic projects including international and domestic education research, outreach to new international and local partners and donors, and working on special events. Interns will get the opportunity to see how a major nonprofit operates.

### **What you'll do and learn**

- Support internal Salesforce database entry and cleansing process
- Assist with prospect research and correspondence to potential buildOn supporters and donors of international and domestic programs
- Support donor recognition process by managing donor thank you and reporting process
- Create and provide analysis on various donor reports

- Attend and report on relevant events in philanthropy and public education in the area
- Other duties as assigned by supervisor

**Who we are looking for:**

- Commitment to buildOn's mission and core values
- Must be able to dedicate a minimum of 10 hours per week on a regular defined scheduled
- Must be enrolled in an accredited university or college
- Pursuing a career in international affairs, education, or non-profit management
- Research and reporting on international issues
- Familiarity with social media channels such as Twitter, Instagram and Facebook
- Detail-oriented, deadline-driven with excellent interpersonal, verbal, and written communication skills
- Able to work with minimal direction and supervision; independent and self-sufficient.
- Ability and desire to work effectively in a fast-paced, team environment

College credit is available depending on the requirements of your college or university.  
If selected for the position, you must pass a background check.

buildOn is an equal opportunity employer. To learn more and to get involved, visit us at

**[www.buildon.org](http://www.buildon.org)**