



Job Description for Development Intern

Division: Development

Reports to: Associate Director of Development

Classification: Non-exempt

Department: Development

Supervises: None

Last Revised: 8/7/2015

After School Matters is a nonprofit organization that offers Chicago public high school teens high quality, out-of-school-time opportunities to explore and develop their talents, while gaining critical skills for work, college, and beyond. Our hands-on, project-based arts, science, sports, technology, and communications programs are delivered at Chicago public high schools, at community locations throughout the city, and downtown at Gallery 37 Center for the Arts.

Summary of Position:

After School Matters seeks an outgoing, organized self-starter to join the Development Department. The Development Intern will support the primary purpose of the Development Department to raise funds to further the mission of After School Matters through prospect research, written solicitations and donor stewardship. This is a great opportunity to get involved with and learn more about corporate philanthropy, foundation and government grants and special events logistics.

Major Duties and Responsibilities:

- Support the development team in all areas of fundraising including corporate sponsorships, foundation and government grants and special events.
- Conduct prospect research and complete donor profiles.
- Research, draft and edit grant applications and sponsorship proposals.
- Enter data in Raiser's Edge.
- Assist with annual appeals including drafting letters, compiling prospect lists, and mailings.
- Assist with fundraising efforts for Annual Gala, held each year in September.
- Assist with updating content for After School Matters donor pages on website.
- In addition to administrative duties, the Development Intern may be asked to assist with development events and cover shifts at our retail store. Tasks could include:
 - interacting directly with donors, customers and other staff members
 - assisting in setting up for and staffing special events
 - supporting sales associates in the retail store

Supervisory Responsibilities:

- None

Physical Demands:

The physical demands here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be able to sit for long periods of time.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is not exposed to weather conditions
- The noise level in the work environment is usually moderate.

Knowledge, Skills and Abilities:

- Excellent interpersonal skills.
- Excellent organizational skills and problem solving abilities.
- Excellent oral and written communication skills.
- Ability to work in a fast-paced, high energy environment.
- Energetic team player who works well in collaborative situations.
- Ability to meet deadlines, multi-task and provide effective follow-up with staff and external partners.
- Dependability, accuracy and attention to detail are musts, as are the ability to function independently, as well as in a team environment.
- Excellent Microsoft Office Skills
- Experience with Raiser's Edge is a plus
- Knowledge of Photoshop or other design software a plus

Qualifications:

- Currently attending a post-secondary institution, in an undergraduate or graduate program

How to Apply:

Send a Cover Letter and Resume to careers@afterschoolmatters.org

EEO:

After School Matters is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, ancestry, national origin, religion, sex, sexual orientation, gender identity, disability, protected veteran status, military discharge status, age, marital status, parental status, or source of income.