



TITLE: MARKETING & DEVELOPMENT INTERN
REPORTS TO: DEVELOPMENT & EXECUTIVE ASSOCIATE
STATUS: INTERN (UNPAID, SCHOOL CREDIT AVAILABLE)
LOCATION: PLEASANT HILL, CA

Brighter Beginnings is a nonprofit organization that was founded in the bay area in 1984. We are committed to providing services because we believe that every family matters and every child deserves a happy, healthy future. We have four locations providing mental health and social services, as well as have health clinics to serve families in low socioeconomic status.

This intern will assist the Development team to focus on finding new grant opportunities and research, including tracking of timing, next steps, and expected value of grant opportunities. This intern will also work on special events, communications and outreach.

1. Using Salesforce and Sharepoint, maintain detailed grant records that capture document versions, submission timelines, award information, and reporting requirements.
2. Process all donations weekly. Ensure that protocols for gift acknowledgements are maintained at all gift levels, including in-kind donations.
3. Create and maintain prospect and mailing lists and assist in direct mail and digital campaigns. Evaluate and report on success of campaigns.
4. Assist in identification of potential donors, grants and fundraising leads. Conducting web-based research on individual donor prospects and follow up on leads and prospects.
5. Writes and edits communication pieces, stories for print and email newsletters, flyers, brochures, website content, social media content, and invitations.
6. Volunteering in any applicable large scale company events.

REQUIREMENTS:

- Be enrolled as an undergraduate or graduate student.
- Must be at least 18 years of age.
- Must have a clean driving record of at least two years.

COMMITMENT:

- We ask that you commit to at least 2 months, maximum of 6 months. Additionally, we ask that you commit to at least 10 hours a week minimum.

SPECIAL ADA REQUIREMENTS:

Brighter Beginnings is in full compliance with the Americans with Disabilities Act (ADA) and does not discriminate with regard to applicants or employees with disabilities, and will make reasonable accommodation when necessary.

- For the purposes of ADA, the “Responsibilities” and “Qualifications” are essential job functions.
- Work is normally performed in a typical interior/office work environment, with typical office noise and other disruption.
- Limited physical effort is required.
- Both standing and sitting are required, with most of the job time spent sitting. Approximately three-quarters of the time is spent using a computer keyboard.
- Various types of equipment/supplies are used to accomplish the job requirements and include, but are not limited to, pens, pencils, calculators, computer keyboards, telephone, printers, etc.
- Required to drive to a client’s home, other work sites for meetings, conferences, etc.

BENEFITS:

- Learning about marketing and fundraising public in the non-profit sector.
- Being a part of a supportive and growth based environment.

APPLY:

Please email resume to jobs@brighter-beginnings.org along with your commitment and contact information. For more information on Brighter Beginnings feel free to visit our website at www.brighter-beginnings.org.