



## Development Intern for At The Crossroads

### **Mission**

At The Crossroads reaches out to homeless youth and young adults at their point of need, and works with them to build healthy and fulfilling lives.

### **Position**

Development Interns will play a key role in helping to maintain and grow ATC's unique and innovative fundraising campaign, the I Think I Can Campaign, as well as the Summer SunDay Hike. We are looking for enthusiastic, committed individuals who are excited to join a hard-working, mission-driven team of people. This job is perfect for someone who is organized, committed to making a difference in San Francisco, and wants to learn development and general professional skills. Some of the responsibilities for this position will include working with social media, assisting with fundraising events, coordinating Campaign participants, tracking donor information, and soliciting in-kind donations.

### **Responsibilities**

**Written Communication:** Create and implement ideas for social media and Campaign/Hike email updates.

**Campaign Participants:** Correspond with Campaign/Hike participants to help them get the most out of their campaigns, and to ensure they are having a good experience.

**In-Kinds:** Work with Campaign Coordinators and community supporters to obtain in-kind donations for the I Think I Can Campaign and Summer SunDay Hike.

**General Development:** Write thank you notes to donors, create and/or maintain development spreadsheets, assist with organization mailings.

**Volunteer Coordination:** Assist with training volunteers and coordinating their roles at fundraising events

**Event Assistance:** Support Campaign Coordinators at fundraising events, coordinate volunteers, check-in guests, assist with post-event planning.

**Website:** Assist with updating our website with timely information.

### **Skills**

- Excellent writing and communication skills
- Comfort with meeting new people or willingness to learn
- Be organized and efficient
- Interest in learning about nonprofit fundraising and development
- Experience with Microsoft Excel and Word

### **General Information**

- 8-10 hours a week
- 4-6 month commitment, with opportunity for extended months
- Work location somewhat flexible (at our office or at home)
- Unpaid, opportunity to receive course credit is available

### **Interested?**

Email Jon Sege at [jons@atthecrossroads.org](mailto:jons@atthecrossroads.org) with the following information:

- Cover Letter stating your interest in position
- Resume

**To learn more about At The Crossroads and the I Think I Can Campaign, visit our website**

- [www.atthecrossroads.org](http://www.atthecrossroads.org)
- [www.atthecrossroads.org/campaign](http://www.atthecrossroads.org/campaign)