

Intern Placement Description

Program:	Internship Program
Job Title:	Development Intern
Department:	Development Department
Reports to:	Development Director

About

Latino Professionals is a 501(c)3 nonprofit organization focused on helping Latinos reach their full potential, empowering them with the knowledge and resources that open doors of opportunity and equality for all. The organization runs an array of educational and outreach programs to increase knowledge, awareness, and support for all.

Our programs have provided hundreds of Latinos with the education tools necessary to improve their professional development and their community, manage career growth, and connect with each other as well as corporate partners. Latino Professionals also provides education to high school as well as college students. Latino Professionals also conducts educational programs aimed at helping navigate careers, networking, and executive leadership summits. The organization also conducts advocacy and educational programs to increase public awareness of the importance of supporting all Latinos and promote solutions that will help create equity for all.

Intern Duties & Responsibilities

Latino Professionals Intern duties and responsibilities includes but is not limited to the following projects:

- Track all constituent and moves management data for the Development Department
- Collaborate with the Operations Department to track & process all revenue (i.e., received online, EFT, credit card, and cash/check) received daily in Donor Perfect
- Update Standard Operating Processes as needed
- Assist in the stewardship of donors which includes producing and sending formal tax receipt acknowledgement letters weekly and donor thank you phone calls for first time gifts
- Assist in developing monthly, quarterly, and weekly analytical reports for all fundraising revenue, appeals, and department fundraising activities
- Provide support with prospect research of potential community, corporate, and individual partners for the Development Department
- Assist with direct mailing projects for the Development Department
- Assist with communications projects including but not limited to content development for all social media platforms, blog posts, media outreach for publication, and marketing materials for signature events
- Research potential foundation grants in Southern California for funding
- Assist with the planning and execution of signature events
- Assist staff with various administrative projects as needed

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must have a bachelor's degree and/or working towards a bachelor's degree
- Effective and concise writing skills, as well as effective/persuasive oral communications skills
- Qualified candidates should possess strong writing skills, attention to detail, and have a keen interest in equity, inclusion, and diversity
- Ability to multitask, perform in a team environment, and a demonstrated willingness to learn
- Ability to work independently
- Computer Proficiency – Microsoft Word, Excel, PowerPoint
- Professional appearance and positive attitude with good phone skills

Preferred Skills

Qualified candidates must be enthusiastic, reliable, and interested in equity, access, and inclusion and/or:

- Social justice, community building initiatives
- Possess an agility with numbers and analyzing data
- CRM experience a plus (Donor Perfect, Salesforce, Blackbaud)

This placement description reflects management's assignment of essential functions. It does not prescribe nor restrict responsibilities that may be assigned. Apply to info@latinoprofessionals.com with cover letter, writing sample, and resume.