Business Development Internship

**Job Summary:**

Fay Biccard Glick Neighborhood Center at Crooked Creek is looking for a **Business Development & Community Coordinator Intern.** Under the supervision of the Program Director, the intern has the responsibility to assist the community center in identifying new sources or former sources of funding for the organization. This will include researching and gathering information for grants.

**Job Duties:**

* Research, identify and build relationships with potential donors
* Maintain records of donor information in donor database
* Develop fundraising activity plans/ strategies and events that maximize participation or contributions and minimize costs
* Write and send letters of thanks to donors
* Recruit sponsors, participants, or volunteers for fundraising events
* Compile or develop materials to submit to granting or other funding organizations
* Develop and manage the volunteer program

**Qualifications, Education, and Experience:**

* Working towards a degree in Philanthropy, Nonprofit Management, or Fund Development
* Excellent organizational skills, attentiveness to detail and ability to follow through with multiple projects
* Experience with collaborative, team-oriented environments
* Previous fundraising work experience preferred
* Have a good understanding of MS Office Suite
* Excellent written and oral communication skills
* Candidate bilingual in Spanish and English will be given priority

Interested applicants should submit a resume and cover letter to dharris@fbgncenter.org and put “Business Development Intern” in the subject line.