

**Advancement Internship**

<b>REPORTS TO:</b>	Vice President of Advancement
<b>PRIMARY LOCATION:</b>	Baton Rouge
<b>POSITION TYPE:</b>	Part-Time, Internship
<b><i>Be sure to consult The Center's Organizational Structure &amp; Description</i></b>	

**Summary**

The Center for Literacy & Learning is a 501(c)(3) non-profit organization with offices in Metairie, Baton Rouge, and Alexandria. Our mission is to advance literacy and learning through evidence-based practices in the classroom, home, and community.

The Center seeks a fundraising intern who will assist with the organization's fundraising efforts, including grant research and writing, corporate sponsorships, and statewide give days. The intern will work alongside the Vice President of Advancement and Strategy, a Certified Fund-Raising Executive, to learn fundraising best practices. They will be expected to attend weekly staff meetings and weekly 1:1 meetings with their supervisor (virtual or in-person is acceptable). The Vice President is based out of the Baton Rouge office.

**Position Responsibilities & Core Functions**

- Conduct research on foundations and corporations
- Write and repurpose grant copy for grant proposals
- Assist in the compliance and reporting requirements for funders
- Assist with the statewide give days by creating the giving theme, marketing plan, social media posts, and e-mails
- Ensure conference sponsors are properly stewarded during and after the February virtual conference
- Assist in individual donor recognition through entering gifts in the database and issuing acknowledgment letters

**Qualifications:**

- Junior/Senior level undergraduate or Bachelor level degree
- Interest in nonprofits and/or fundraising
- Willingness to learn about early education and literacy
- Excellent writing, editing and proofreading skills
- Self-motivated and deadline oriented
- Ability to organize and prioritize work on multiple projects with attention to detail
- Experience in nonprofit fundraising preferred but not required

**Physical Demands/Requirements**

- Flexible work hours depending on operational and programmatic needs, with most falling during the standard workday. Evening and weekend hours will also be required
- The ability to see, speak, hear, write, and move to execute job responsibilities at The Center office and in the broader community
- Ability to travel in-state (Louisiana), occasionally, using reliable, insured private transportation

**Part Time:** 10-15 hour per week

**Application Deadline:** Ongoing

**Start Date:** Immediately

**Length of Engagement:** Minimum one semester

**Compensation:** \$12-\$15/Hour

**To Apply:**

To apply, please submit the following items to [HR@mycfl.org](mailto:HR@mycfl.org) with Subject line: Advancement Internship.

1. A cover letter explaining why you are interested in the internship with The Center, what skills you would bring, and why you would be a great member of the team!
2. Resume