



## ADVANCEMENT INTERN JOB DESCRIPTION FALL 2016

### **Background**

Founded in 2012, Faith in the Future is an independent not-for-profit organization that manages a network of 17 high schools and four special education schools owned by the Archdiocese of Philadelphia, serving nearly 14,000 students across the five-county region. We also oversee the Office of Catholic Education, which supports all of the parish and regional elementary schools, serving another 45,000 children. The Foundation has raised over \$15 million over the past four years and invested the funds in the growth and sustainability of our schools. We have halted decades of declining enrollment and reversed the negative financial trend. We are now poised for organic growth and we are ready to make the next level of investments to ensure that every student in our school system receives an excellent Catholic education. The intern will work directly with the Chief Development Officer and the Board of Director's Development Committee to research supporters, manage the organization's donor database, track and evaluate fundraising efforts, and write communications. This is an excellent opportunity for a highly organized and motivated individual to develop skills in nonprofit development work and ultimately learn about education reform.

### **Responsibilities include**

- Conduct prospect research on individuals, foundations, and corporate donors
- Maintain donor database and files
- Assist with communications, including press releases, writing newsletters, maintaining the website and helping to develop our social media strategy
- Assist with grant application writing and tracking
- Work with Board of Directors Development committee to implement development strategies
- Assist with general office duties

### **An ideal candidate must**

- Be a responsible, independent worker who can function as part of a team. Must also be flexible, hard-working, ethical, and committed to the mission of Catholic education
- Possess a high level of organizational skills and be detail oriented
- Possess solid oral and written communication skills
- Be skilled at a variety of computer skills, e.g., Microsoft Word, Excel, PowerPoint and Adobe Acrobat and operate standard office equipment (fax, photocopier, etc.)
- Be able to juggle multiple tasks
- Supply own laptop and be able to that computer for this internship.
- Have a current driver's license and clean driving record
- Possess and interest in a nonprofit career – particularly in development and fundraising

**Time commitment:** Minimum of 10 hours per week; minimum 3-month commitment, with 6 months desirable.

**Compensation:** This is an unpaid position. There is opportunity for school credit if allowed by the college/university of applicant. Position offers an excellent opportunity to work on substantive projects and can result in a great reference.

**To apply:** E-mail cover letter, resume, and writing sample to Jim Friend, Chief Development Officer at [jfriend@faithinthefuture.com](mailto:jfriend@faithinthefuture.com), with a Re: line of "Application for Advancement Intern"