



EAST LA COMMUNITY CORPORATION

Development & Fundraising Intern (Paid) Job Description Temporary Part-time Non-Exempt Position

Organizational Background: Four passionate Eastside activists who came together formed East LA Community Corporation (ELACC) in 1995. ELACC's mission is to advocate for economic and social justice in Boyle Heights and Unincorporated East Los Angeles by building affordable housing, grassroots leadership, and access to economic development opportunities for low and moderate-income families. Over the 23-year history of ELACC, we have leveraged over \$230 million in investments through community-driven real estate development, mobilized thousands of residents to change policies, served thousands of low-income residents with community wealth services, and we provide quality affordable homes for over 2,900 people.

ELACC's **Development and Fundraising Intern** is a flexible team player, self-motivated and detail-oriented individual with a desire to help raise funds for ELACC's program, services, and affordable housing work. This position supports a two-person team responsible for the full range of fund development and communications activities for the organization. The Intern will support in the creation of creative donor communications, build and maintain the donor database, and help plan donor recognition/retention events. This internship is designed to give an authentic, hands-on experience of working in a trusted community non-profit organization in a Fund Development role. Day to day responsibilities include managing the donor/grant management database, event planning, and outreach to cultivate event sponsors and individual donors. This is a paid internship for an 8-week period with possibility of extension.

The Intern is an ELACC team member that leads their core project and fulfills their responsibilities to the entire team by actively fundraising, supporting organization wide projects, participating in all staff planning sessions, and being part of achieving the organization mission and vision.

Duties and Responsibilities:

- Maintain updated grant management tracking tools/database
- Assist in donor outreach and cultivation events
- Assist in the planning and implementation of special events/fundraisers
- Assist in the creation of donor acknowledgements and solicitation
- Assist in the recording of donor gifts and information
- Conduct special donation requests under the direction of the Director of Fund Development and Communications
- Support in research for prospective donors
- Support with activities related to compiling and submitting grant proposals
- Additional responsibilities as assigned

Required Experience and Skills:

- Genuine interest and passion for ELACC issues and priorities

- Proficiency in English; Proficiency in Spanish desirable
- Good Communication skills; both written and verbal
- Strong Excel, Outlook, Word, and Publisher skills are necessary Easy going, diligent, and organized, with a good sense of humor
- Experience in fundraising, research, event management, and marketing a plus
- Flexible with a strong work ethic and willingness to learn
- Highly motivated and encouraging of others

Time Commitment: The ideal candidate must be able to work at minimum 10 hours a week and up to no more than 20 hours per week. Candidate will work with their supervisor to create a weekly schedule and will be expected to stick to a weekly schedule.

Compensation: This is a temporary part-time non-exempt position at \$15.00 per hour. ELACC is an Equal Opportunity Employer.

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Email or Fax cover letter and resume to:

Director of Human Resources

East LA Community Corporation

Email: jobopportunities@elacc.org

www.elacc.org

Position open until filled.