



DEVELOPMENT INTERN

The Imagine Bus Project (TIBP) engages and inspires incarcerated youth, and youth impacted by the juvenile justice system through arts education and community partnerships. We enable self-expression and self-sufficiency so that young people can successfully re-enter their communities and find a path to a fulfilling future.

TIBP is seeking a dynamic development intern to work with the Executive Director in support of the organization's foundation and corporate fundraising efforts. S/he will provide much needed assistance with foundation and corporate grant research, as well as preparation of several letters of inquiry and compiling data. Depending on length of internship, individual will help with appeal campaigns.

Responsibilities:

Development

- Research and prepare profiles of foundation/corporate grant opportunities (research will be performed at TIBP office and at the Foundation Center in San Francisco)
- Prepare Letters of Inquiry
- Maintain and update grants calendar

Other

- Fundraising and Exhibition Event Support
- Support appeal mailings (printing, stuffing)
- Research in other fundraising areas
- General Administrative Support

Qualifications

- Education: Bachelor's degree
- Experience: Interest or studies in Fundraising, the Fine Arts, Arts Education, Public Relations, Arts Administration, Marketing/Advertising or equivalent preferred.
- Prior clerical or administrative support/ experience in a nonprofit, education or cultural environment a plus.
- Skills/Knowledge/Ability: Candidate must be self-motivated to succeed. Must have excellent writing, verbal, proofreading, phone and organizational skills.

Job Requirements

- Ability to commit to at least one day (5 hours) per week for three months. Office hours are Monday-Friday, 9 am-5 pm.

To apply: send resume, writing sample, and cover letter expressing interest to info@imaginebusproject.org