



EdgeAllianceSM
REVOLUTIONIZING NONPROFITS. TRANSFORMING LIVES.

FOUNDATION AND CORPORATE RELATIONS INTERNSHIP

Foundation and Corporate Relations Intern

Department: Development department; responsible for creating and maintaining the agency's foundation and corporate relations.

Dates: January – May 2009

Objective: To assist the agency in functions pertaining to securing foundation and corporate funding.

Responsibilities: This position will work directly with the development team to support activities related to grant research, writing, tracking, reporting and sponsorships. Responsibilities may include:

- Maintain the current grant database (Raiser's Edge);
- Research, using internet search engines and other resources, potential foundation and corporate grant programs that would help fund the agency's programs;
- Draft Letters of Intent as initial approaches to funding entities;
- Draft grant proposals for housing and social service programs for Veterans and individuals and families living with HIV/AIDS;
- Assist in contacting corporations to inquire about sponsorship opportunities for the agency's major special events;

This position will report to the Development Manager.

Qualifications: Proven research and strong writing skills, developed in an academic or work setting. Ability to distill relevant information from research. Proficiency in Microsoft Office Suite. Familiarity with online search engines and database programs. Ability to manage confidential information with discretion. Ability to learn new skills quickly and to work independently after receiving instructions. Ability to think creatively and pay attention to detail. Interest in writing and research.

Time Commitment:

Hours: 8 to 16 hours per week (8 hour minimum commitment requested) / schedule to be determined

Timeframe: Spring (8 week minimum commitment requested) / schedule to be determined

Status: Unpaid internship

Benefits: This internship provides an excellent opportunity to learn about foundation and corporate relations and grant writing. It is anticipated that the intern will:

- Gain an understanding of all functions of a Development Department;
- Learn how to utilize a complex, multi-purpose database (Raiser's Edge);
- Gain an understanding of Housing, Veterans, and HIV/AIDS issues;
- Gain an understanding of the operations of a non profit social service agency;
- Gain an understanding of the Chicago philanthropic community.

To apply: Print and complete the application form

Application deadline: Ongoing but please note requested time commitment.

