



Position: Development Intern
Organization: After School All-Stars
Location: 1331 H Street NW, Washington, DC

ORGANIZATION BACKGROUND:

After-School All-Stars (ASAS), provides free comprehensive after-school programs, serving and supporting nearly 90,000 students at over 450 Title I schools in 19 chapters nationwide. Our vision is for our all-stars to be safe and healthy, graduate high school, go to college, find careers they love and then give back to their communities. ASAS' model ensures that our programs offer a variety of classes that feature STEM, academic readiness, career exploration, physical fitness, and visual and performing arts.

A UNIQUE OPPORTUNITY:

After-School All-Stars is currently seeking an intern who aspires to learn new skills in the nonprofit field. The Development Intern will support ASAS' Development Team in their efforts to raise funds and awareness of ASAS nationally. The intern will report to the Corporate Engagement Coordinator. The hours for this position are 10-20 hours per week during the Fall Semester.

SPECIFIC RESPONSIBILITIES:

- Refine your research, analysis, and writing skills by completing research briefings on prospective corporate, foundation, individual, and government donors determining potential alignment between their interests and ASAS' mission
- How to use software including iwave and salesforce through updating the donor database with identified prospects
- Specific opportunities include attending phone calls and meetings with donors and partners, assisting the team with brainstorming and strategic planning for potential activities, and providing logistical support
- Play a role in ASAS fundraising events and all aspects as needed
- Donor communications: assist with drafting cold outreach emails on the behalf of the national development team
- Grant writing support: assist with the drafting and proofing, Letters of Intent (LOI), proposals, and grant report

WHO SHOULD APPLY?

- The ideal candidate will have basic knowledge of nonprofit fundraising operations, administrative experience, strong writing and communication skills, and a desire to learn new skills
- Must be able to work in shifts of at least 4 hours
- Undergraduate or graduate student pursuing a degree and/or a career in a similar field
- The candidate must provide a personal laptop for use during the internship
- Dependable, conscientious, and detail-oriented
- Capable of multi-tasking and juggling multiple priorities
- Ability to consistently meet deadlines
- Flexible and able to adapt to changing position demands
- Knowledge of Microsoft Office
- Team player with a positive attitude
- Demonstrated commitment to ASAS' mission of keeping youth safe and helping them succeed in school and life



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HOW TO APPLY FOR THE DEVELOPMENT INTERN ROLE:

Please submit a **resume and cover letter** in PDF format via e-mail to:

maggie.gallagher@afterschoolallstars.org. Please put "Development Intern" and your last name in the subject heading.

LEARN MORE ABOUT AFTER SCHOOL ALL-STARS:

To learn more about ASAS, please visit our website: www.afterschoolallstars.org