

Job Posting for *Development Intern*

El Centro Inc. is a non-profit 501(c)(3) that believes in the power and potential of Latinx entrepreneurs in the U.S. We understand that language access is one of the most common barriers to their success; this is why we specialize in providing information and access to resources to help establish financial wellness for individuals, entrepreneurs and small business owners in their native language.

Summary

El Centro seeks dynamic, self-starter to assist with fundraising efforts. This internship is an excellent opportunity to experience various aspects of fundraising while working for a well-known community based nonprofit organization. Spanish speaking is a plus!

Essential Duties and Responsibilities

Including, but not limited to, the following.

Proposal Development and Grant Writing

- Work with Executive Director to develop and write funding proposals and impact reports, and with Board Treasurer and Grant Advisors to develop program budgets and budget reports.
- Work with Executive Director and Marketing manager to gather data, information, and supporting documentation required to prepare and submit funding requests and grant reports.

Prospect Research

- Conduct prospect research to identify new foundation and government funding opportunities that align with the organization's mission, initiatives, and programs.

Grants Management

- Write and submit foundation and federal grant applications
- Track and manage all proposal/reporting deadlines, submissions, and status updates.
- Manage grant application calendars
- Inform Executive Director of awarded foundation grants or government contracts, deliverables, and reporting requirements and deadlines.
- Manage and draft acknowledgments when grants are awarded, and funding is received.
- Understand and learn El Centro Inc programs and projects.
- Research funding opportunities and develop fundraising plans for current customer demographic, as well as prospective customer demographic
- Stay informed of current issues and trends in the Latino community pertaining to asset building, small business, credit and financial disparities etc.

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

- Completed or working toward a college or graduate degree, preferably in a related field (e.g., English, Spanish, Marketing/Communications, Latin American Studies, Public Administration, etc);
- Previous internship or related experience in marketing or communications is a plus;
- Must be computer literate (Word, PowerPoint, Excel);
- An effective communicator, both written and oral;
- Ability to communicate in a professional manner with press and community contacts;
- Self-motivated, good organizational skills, detail-oriented, ability to prioritize, multi-task and meet deadlines;
- Enthusiasm for the mission of El Centro and the entrepreneurs we serve.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Experience in communications;
- Exceptional written, oral, interpersonal, and presentation skills and the ability to effectively interface with leadership, funders and El Centro customers;
- Passion in helping organizations build capacity and sustainability
- Ability to initiate and complete projects with solid organization skills
- Ability to make timely, effective and ethical decisions.
- Self- starter with creative solutions
- Ability to listen and communicate excellently
- Organization, preparation, and detail-oriented skills with follow through of commitments

Position Type: Internship Part-time

Supervision: Report to Executive Director

Hours: 10-20 hours per week

Compensation: Coffee is on us. We encourage you to pursue course credit for this internship, or external grant opportunities if those are available, and we will support these pursuits in any way we can. You may also be considered for a position with our organization if one is available after your complete internship.

Internship term will begin in (Spring Internship) January and will run through May. (Summer Internship) Mid May and will run through August. (Fall Internship) August and will run through December

Submit Resume and Cover Letter to Lindsey Navarro Lindsey@elcentrola.org