

Join The Fund for Santa Barbara's *movement building and change making efforts*

The FUND FOR SANTA BARBARA is a nonprofit community foundation that supports organizations working for social, economic, environmental & political change in Santa Barbara County. Founded in 1980, the FUND FOR SANTA BARBARA has been at the leading edge of progressive philanthropy on California's Central Coast for nearly 40 years, serving as a grant-maker, technical assistance provider, convener, resource center and model to other foundations.

*We are seeking a dynamic intern to join our **Capacity Building** team!*

Overview:

The Capacity Building intern will support our movement building efforts and promotion of the Fund's work by working directly with our Capacity Building Manager. The intern will also gain firsthand knowledge of the inner-workings of an effective nonprofit fundraising organization through interaction with not only staff, but also the Board of Directors and the Grant Making Committee.

Qualifications:

- A strong commitment to the mission & philosophy of the Fund for Santa Barbara
- Previous administration experience and ability to manage multiple deadlines
- Ability to work both independently and collaboratively with others
- Exceptional organizational and communication skills
- Strong computing skills, including fluency in Word and Excel, or ability to learn
- Experience working with diverse populations
- Ability to attend evening / weekend events
- A sense of humor and positive attitude in order to preserve a cohesive work environment

Responsibilities:

- Work alongside the Capacity Building Manager
- Provide logistical support for our Brown Bag lunches and other community gatherings
- Support the coordination and development of the Capacity Building Workshops
- Evaluate and report on workshops to ensure continuous improvement
- Support the FUND's movement building *research* initiatives
- Provide support in drafting feedback to grant applicants and capacity building requests
- Oversee the community calendar and ensure it's up to date and accurate
- Manage lending libraries of both educational materials and equipment
- Attend meetings that coincide with the regular Grant Making Cycle
- Other duties as assigned