

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

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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 **Youth Making Change** team!*

## **Overview:**

The Youth Making Change intern will support our YMC Coordinator in the promotion and administration of our Youth program. The intern will also gain firsthand knowledge of the inner-workings of an effective nonprofit fundraising organization through interaction with not only staff and the YMC board, 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 YMC coordinator and support management of YMC program timeline
- Support outreach and recruitment efforts for new board members
- Schedule and organize program presentations in the broader community
- Evaluate and edit program documents as needed
- Draft and send emails to potential grantees
- Attend and support the bi-monthly board meetings and other program meetings
- Support coordination of grant award celebrations
- Attend meetings that coincide with the regular Grant Making Cycle
- Other duties as assigned