

# 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 **Communications and Development** team!*

## **Overview:**

The communications and development intern will support our fundraising efforts and promotion of the Fund's work. 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
- Recipient of Work Study through the university
- Bilingual English/Spanish with strong written communication skills in both languages

## **Responsibilities:**

- Support the Development and Communications Manager in fundraising efforts
- Prepare promotional materials for our website and social media feeds
- Assist with the organizational communication strategies in both print and digital media
- Support the overall coordination of fundraising efforts
- Draft and prepare thank-you letters to donors
- Maintain donor database up to date
- Solicit silent auction donations and follow up with donors
- Attend meetings that coincide with the regular Grant Making Cycle
- Other duties as assigned