



INTERNSHIP OPPORTUNITY

Opportunity Summary: The Fortune Society's (Fortune) Development unit has an exciting internship opportunity for students interested in pursuing a career in the Development field. Fortune's Development unit is responsible for raising funding for Fortune's programs, advocacy efforts, and overall administration. The Intern will gain exposure to government and private grant-writing, making funder and partner outreach calls, drafting letters of support, maintaining an employer partner spreadsheet, performing funder research, and writing brief fundraising documents.

Reports to: Senior Director of Development and Communication
Location: 29-76 Northern Blvd., Long Island City, NY 11101
Days/Hours: 10 to 21 hours per week

Internship Projects:

- Learn how to collaborate with program staff to gain information needed to prepare proposals by working with our Employment Services department in order to obtain letters of support from employers to include in grant proposals;
- Learn how to devise and maintain a tracking system for obtaining letters of support;
- Learn how to complete letters of support for sister agencies;
- Learn how to cold call to establish relationships with agencies that an organization has yet to develop relationships with but would strengthen potential grant proposals;
- Learn how to conduct follow-up outreach with employers, non-profit organizations, government agencies, etc. in order to obtain letters of support and/or introduce an agency's programming;
- Once we secure grant funding, learn how to contact our partner organizations who provided letters of support on our behalf to discuss next steps;
- Learn how to write brief fundraising documents.

Preferred Background:

Education – Students pursuing a degree in Development, Human Services, or a related field;

Experience – Some experience with outreach/cold calling preferred; must have strong writing skills; must have strong interpersonal skills.

Computer Skills – Some experience with Microsoft Office preferred.

Travel Opportunities - Participation in off-site grant informational sessions and/or cultivation events may be required.

Physical Demands:

This internship may involve traveling to events/meetings throughout NYC.