



2025 Fortune Society Volunteer/Internship Program

About Fortune: The Fortune Society, Inc. (Fortune) has evolved into one of the nation's preeminent reentry and justice-informed service organizations, providing formerly-incarcerated people with the skills and wrap-around services needed to break the cycle of crime and incarceration and to build productive lives in their communities.

Our Mission: The Fortune Society's mission is to support successful reentry from incarceration and promote alternatives to incarceration, thus strengthening the fabric of our communities.

Opportunity Title: Grant Funding Research Intern

Type: Intern, unpaid

Department/Reports To: Development Dept / Senior Director of Grants

Location: Hybrid (Long Island City; 29-76 Northern Blvd, Long Island City 11101)

Tentative Schedule: Flexible schedule during business work week M-F 9am-5pm; approx. 15 hours per week

Duration: Fall (Sept 1st-Dec 15th); Spring (Feb 1st-May 15th); Summer (June 1st-Aug 15th)

Application Deadline: Spring ASAP (able to start sooner)

Position Summary: This is an opportunity to gain experience and dive into how to sustainably fund a large, impactful organization.

As the Development Intern, you will report to the Senior Director of Grants and work alongside the Grant Writers to research and evaluate prospective institutional and individual donors. You will also help design and manage the language, stats, and tools that the fundraising team relies on to effectively do their work. During your internship, you will gain an in-depth knowledge of fundraising for an established NYC nonprofit and one of the largest prison reform and re-entry organizations in the country.

Tasks:

- Conduct prospect research to deepen our knowledge of institutional and individual donors' financial capacity and inclination to make gifts to Fortune;
- Organize and archive solicitation materials and donor files in SharePoint and Raiser's Edge;
- Develop and submit simple funding applications;
- Review and copy-edit proposal drafts;
- Assist with drafting/gathering proposal attachments and supporting materials;
- Attend Development team meetings;
- Collect and organize frequently used ("boilerplate") proposal language;
- Create organizational charts for Fortune departments;
- Research and centralize relevant statistics for use in proposals; and
- Assist the development department with miscellaneous short-term projects as assigned.

**Learning Opportunities:**

- Meet with a senior staff supervisor to discuss progress in weekly 30min check-in, along with additional mentorship opportunities that come from working alongside established team of grant writers.
- Learn how to conduct proper prospect research for a development team and how research fits into a larger fundraising strategy/pipeline.
- Experience firsthand how a development department functions within a large institution.
- Meet leaders and other staff from various areas of the organization, building a network of social justice organizers and professionals.

Preferred Qualifications:

- Strong interest in nonprofit fundraising/administration and/or prison reform/alternatives to incarceration/ending mass incarceration.
- Currently enrolled in OR recently completed an undergraduate degree.
- Excellent written and verbal communication skills.
- Keen attention to detail and independent work ethic.
- Experience with Microsoft Office.
- Must be willing to use personal computer and have a stable and reliable internet connection when working remotely.
- Sensitivity and care for the vulnerable population that Fortune serves.
- Must be 18+ years of age.

Additional Requirements

- Must submit an application online at <https://fortunesociety.org/volunteer-or-intern-with-us/>.
- Applications selected for a phone/zoom interview will be contacted via email to schedule. If selected for an interview, candidates will need to submit their most recent resume and a cover letter.

We seek talented, dedicated individuals from all walks of life who possess a strong commitment to this mission. Relevant personal experience is a plus.