



Internship Opportunity Development Intern

About Us

The Spanish Education Development (SED) Center was founded in 1971 when a group of community leaders and parents joined together to establish daycare services for their children. Today, the SED Center provides bilingual daycare and preschool programs for children ages three months to four years old and a high quality adult education program that includes English for Speakers of Other Languages (ESOL), computer training, and GED classes. For over 40 years, the SED Center has helped families take full advantage of all the social, educational, and economic opportunities available to them.

Job Summary

The SED Center is seeking a talented Development Intern to join our team for at least 10 hours a week. We are in the midst of building a robust fund development program that will increase and diversify our funding base. The Development Intern will assist the Head of Development and Communications in all aspects of fundraising.

Responsibilities

The duties of the Development Intern will include, but are not limited to:

- Conduct research on prospective funders and grant opportunities
- Conduct research on topics related to the SED Center's programs
- Assist with writing and preparing grant proposals and reports
- Assist with developing and preparing sponsorship pitches for prospective corporate donors
- Assist with coordinating our fundraising event
- Help maintain our donor database

Skills

The Head of Development and Communications will provide all the necessary training to complete the above tasks. However, candidates with the following skills will receive greater consideration:

- Proficient in Spanish (spoken and written)
- Excellent writing, editing, and verbal communications skills
- Prior experience with fundraising and/or database management

Benefits

This is an unpaid internship, but may be eligible for programs that provide academic credit. It is an excellent opportunity for a student who wants to gain knowledge and experience in nonprofit fundraising including grants management and event planning. The SED Center is also an excellent place to practice one's Spanish.

To Apply

Please send a resume and cover letter to Juan Sebastian Roa at juanroa@sedcenter.org with "Development Intern" in the subject line.

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