

# OLIVER SCHOLARS

## DEVELOPMENT INTERN

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**Organization Mission:** Oliver Scholars prepares high-achieving Black and Latinx students from underserved New York City communities for success at top independent schools and prestigious colleges. We provide crucial support for our Scholars so they can realize their full potential and ultimately give back to the city, the nation, and the world.

**Position and Summary Reporting:** Reporting to the **Assistant Director of Development**, the **Intern** will work directly with the Development team to research and cultivate supporters, manage the organization's donor databases, track and evaluate fundraising efforts, and organize events. This is an excellent opportunity for a highly organized and motivated individual to develop skills in nonprofit development work and ultimately learn about education opportunities for high-achieving Black and Latinx students.

### Responsibilities

- Support grant application writing, tracking, and reporting
- Update/Complete Oliver's profile for government (city & state) grants
- Update/Complete Oliver's profiles for compliance organizations (e.g., BBB, Guidestar)
- Support gift acknowledgment process
- Support event planning logistics including invitation production, attendance tracking, guest management, and follow up
- Help organize and maintain Development Google Drive files
- Conduct prospect research on individual, foundation, and corporate donors
- Support creation and dissemination of Oliver Scholars annual appeal

### Qualifications

- Current or recent enrollment in a graduate or undergraduate degree program with an interest and aptitude to work in Development/Fundraising, or non-profit management field
- Ability to prioritize tasks and handle numerous assignments simultaneously
- Strong proficiency in Microsoft applications (Word, Excel, PowerPoint), Adobe Acrobat, and Google Suite (Docs, Sheets, Drive, and Calendar)
- Familiarity with all Social Media platforms
- Graphic design experience a plus (Canva, InDesign, Photoshop)
- Strong persuasive writing skills a plus

### Desired Competencies

- **Takes initiative:** Act on one's own initiative; making the most of opportunities; undertaking tasks, even if it entails risk
- **Creative:** Coming up with new ideas, approaches or solutions
- **Flexible:** Manages to adapt if circumstances change
- **Written communication:** Is capable of communicating well in writing, even with people

- who communicate differently
- **Monitors outcomes:** Regularly checks whether work is on schedule
  - **Verbal communication:** Understands others and being understood in verbal communication
  - **Teamwork:** Work well with others and thrive in a team environment
  - **Integrity:** Submits finished work-product that meets your own high standards
  - **Commitment to excellence:** Strives to do deliver your best work-product
  - **Collaborative learner:** Enjoys working with others to learn on the job

**Time commitment:** Minimum of 15 hours per week; minimum 3 month commitment, with 6 months desirable.

**Compensation:** There is opportunity for school credit if allowed by the college/university of applicant. Position offers an excellent opportunity to work on substantive projects and can result in a great reference.

## HOW TO APPLY

For consideration, please forward your cover letter and resume to [internjobs@oliverscholars.org](mailto:internjobs@oliverscholars.org). Please note, "**Development Office Intern – [your last name]**" in the subject line of your email. Only applicants under consideration will be contacted. No phone calls, please.

A diverse workforce and open culture are at the heart of our organization and vital to our success. Oliver Scholars is an equal opportunity/affirmative action employer. All qualified applicants will be considered for employment without discrimination based on race, color, creed, national origin, sex, age, disability, marital status, sexual orientation, military status, citizenship status, or current employment status. Candidates who identify as members of historically underrepresented groups are highly encouraged to apply.