

Organization: Black & College Bound (College & Career Readiness Nonprofit)
Job Description Development Internship
Reports to: Founder & CEO

Black & College Bound, a nonprofit agency that conducts college and career readiness programs, is currently seeking a Development Coordinator to help support a nationally-expanding nonprofit organization making college admission and success possible for urban students through an intensive curriculum of coaching and support. We currently provide services in KC, Atlanta, NYC, and Minnesota. We provide students and parents with (1) ACT/SAT test preparation; (2) guidance in the college admissions/planning process; (3) assistance with resumes, business cards, and networking tools; and (4) mentoring for successful transitions to and through college. Currently, we work with neighborhood, community, school, and church programs to provide seminars that equip students and families with the insight, exposure, and coaching needed to support them along this process. For the 2013 summer, we are introducing one week teen summer camp sessions in KC, Atlanta, and NYC.

I. Job Summary

We are seeking a dynamic, high-energy, efficient college intern to join our growing organization as part of our program leadership team. The Development Coordinator is asked to help coordinate proposals and grant applications for local and national funders. This candidate will also be invited to attend meetings and build rapport with area funders and family foundation representatives. Must be a self-starter who is savvy with technology, networking, and youth programming. Responsible for duplicating grant application content while maintaining electronic copies for submission at later dates. **This opportunity presents great flexibility where intern can work from home, in our offices or on flexible schedule.**

II. Specific Responsibilities

- A. **Replicate Grant Proposals:** Coordinating the fund development activities to support the planning and execution of teen and parent training seminars offered in various cities.
- B. **Support Organizational Planning & Events:** Engage in team event planning, marketing, preparation of materials, logistics, events, registrations, and volunteer coordination duties.
- C. **Represent the organization** at various special events and community meetings. Identify partners who also serve youth or provide supportive resources that strengthen our programs.
- D. **Develop and Maintain Relationships:** Work to build and maintain successful relationships with a host of community partners to gain an understanding of their mission, our partnerships, and mutual benefits experienced by those we serve. Communicate evidence of such through presentations and proposals that build student awareness of our programs. Also work with teen participants to capture and illustrate their “aha moments” for marketing purposes.
- E. **Possess and share insights** on what it takes to get to and through college successfully; recruit professionals and college students as speakers to address planning, best practices, and support systems.
- F. **Convene & Facilitate Meetings** with local and national Panhellenic groups, churches, civic, and youth serving organizations to access youth populations and encourage participation in B&CB activities such as college visits, practice ACT exams, summer enrichment opportunities, and events.

G. Evaluate, Track and Report on Progress: Assist in the tracking, evaluation and reporting of program outcomes, including the maintenance of member files and web updates.

H. Recruit Program Participants and Staff: Work with program team to recruit, engage, and register students and parents. This may include social media blasts, calling, e-mailing, posting announcements, holding information sessions, and answering applicant questions.

III. Qualifications

Administrative: Serve as lead coordinator for the identification and organization of funding opportunity using master roster of area funders who support youth and education programs such as ours. Replicate fund proposals and prepare for submission, submit letters of intent, and follow up as needed.

Technological: MUST POSSESS SUPERIOR COMPUTER SKILLS used daily to prepare workshop materials, create forms, press releases, and presentations. Should also be familiar with spreadsheets & social media (Twitter, FaceBook, & blogs). (Special consideration for MAC users with knowledge of Pages, Graphics, IPhoto & IMovie, Google Docs, or equivalent programs used for web updates of videos and student profiles - *desired, not required*) *May request writing samples.

Maturity: Must model youth leadership at all times, while teaching other youth to do so. Seeking self-starters with the ability to take initiative and self-manage projects through completion with minimal supervision. Servant leader with strong desire to empower others & deliver excellence at all times.

Communication: Able to present information to large groups using strong verbal and written communication skills. Professional presence when interacting with seminar attendees, funders, and when representing organization at community meetings with executives. May serve as a Teen Leader during some seminars.

- Must be flexible, creative and articulate.
- Excellent communication, organization, and time management skills.
- High energy, enthusiastic, strong commitment to public service and social justice.
- Familiarity with college admissions process, including standardized tests, application process and financial aid desired but not required.
- Desire to work in a growing nonprofit organization, ability to adapt, creativity, and commitment to excellence highly valued.
- Access to reliable transportation preferred, or means to attend community meetings as needed.

IV. This College Internship is a nonpaid internship but a great resume builder for individuals seeking to gain extensive experience with youth, nonprofits, & organizational development. Performance bonuses, lunch, and travel/gas stipends available each month. Flexible scheduling options available.

V. Apply: To apply send resume, cover letter and references to: (Use Subject: B&CB Development)

Deana Ervin, CEO, Black & College Bound at blackandcollegebound@gmail.com (913.221.4106)

- 🗣️ *Cover letter must articulate why working with this opportunity is a fit for you and what you expect to contribute to the organization and young people engaged in their post high school planning process.*
- 🗣️ *List all pertinent organizational skills, talents, and abilities that can contribute to our efforts.*
- 🗣️ *Describe how you can use your network and skills to help us reach many other teens and parents to attend our workshops.*