

World Savvy Development Associate - Winter/Spring 2017

Position Information

Employer:

World Savvy

Division:

N/A

Title:

World Savvy Development Associate
- Winter/Spring 2017

Description:

Organization Overview

World Savvy is a national education nonprofit that addresses the need for global competence by partnering with educators, schools, and districts

to integrate the highest quality of global competence teaching and learning into K-12 classrooms, so all young people can be prepared to meet the challenges of global citizenship in the 21st century. World Savvy has reached more than 580,000 youth and 3,500 educators since founding in 2002. Learn more at www.worldsavvy.org.

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Position Overview:

The World Savvy Internship Program is an opportunity for college graduates, graduate students, and undergraduate students to work alongside the World Savvy team to support the organization's engagement of its alumni participants. This is a unique opportunity to experience all facets of non-profit development work, with a focus on relationship cultivation and engagement.

The Development Intern will work alongside the Development team to support the organization's

fundraising efforts. This is a unique opportunity to grow in experience

∨ How To Apply

To Apply

Complete and submit the World Savvy Internship Application - 2017 -

<http://www.worldsavvy.org/internship-application>.

You will be asked to upload a resume as well as a writing sample (Ex. a report, an assignment for class, an article or blog post, a professional or recruitment email, etc.).

This position will remain posted until filled.

No phone calls please.

Applications accepted via:

Other

∨ Important Dates

Posted On:

Dec 06, 2016

Applications Accepted Until:

Jan 31, 2017

∨ Contact Information

Employer World Savvy

Name Rolland Janairo

E-mail info@worldsavvy.org

Website <http://www.worldsavvy.org>

Phone 4158131685

Address 917 Irving Street
Suite 4

San Francisco, CA

94122 United States

with prospect research, grant tracking, drafting donor communication, and assisting with planning the spring fundraising events.

Responsibilities include:

- Building a new donor pipeline; researching and prospecting potential institutional and individual funders and drafting donor profiles and identifying donor appropriate key messaging
- Developing strategies and campaigns to expand the base of grassroots individual donors
- Collaborating with development staff to draft and submit grant proposals and reports
- Working with staff on planning annual fundraising event – including securing auction items, researching catering and other vendors, logging auction items, etc.
- Assisting with recording and acknowledging donor gifts
- Developing a database of event locations and caterers in Minneapolis, New York and San Francisco

As a member of the World Savvy Internship Program, you will also take part in organized learning opportunities such as:

- An orientation, including overview of World Savvy, meet & greet with staff.
- Introductory meeting with supervisor to set goals and expectations; consistent supervision meetings thereafter; mid-point check in; and exit interview.
- Check ins with other interns, share your experiences across offices.
- Work with and learn from an experienced professional staff in Minneapolis and remotely with staff in San Francisco.
- Informational meetings with

members of World Savvy's team.

- Participate in any org-wide trainings over the course of the internship. Topics may include: global competence, professional skills, and cloud-based business systems including Salesforce.com, Egnyte, and Basecamp.
- Attend World Savvy events that take place during time of internship. This internship position is unpaid, but interns may apply for credit or funding through their college or university. Please note that volunteers and interns are not considered to be employees and there is no guarantee of a job offer after serving as a volunteer or intern.

We provide equal volunteer opportunities for all applicants without regard to race, color, religion, sex, national origin status, sexual orientation, age, marital status, veteran status, or disability.

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Location:

Location

Nationwide

no

City

Minneapolis

State/Province

Minnesota

Country
United States


Position Type:

Internship

Desired Class Level(s):

Sophomore, Junior, Senior, Alumnus

Salary Level:

Unpaid 

Job Function:

Non-Profit, International

Development, Social Services

Desired Start Date:

January 16, 2017

Duration:

January - May 2017

Approximate Hours Per Week:

10+

Qualifications:

Desired qualifications:

- Knowledge of/ interest in global issues
- Excellent research and writing skills
- Interested in education and/or youth development
- Responsible and reliable
- Strong, open, and clear communicator
- Proficient with internet search engines, social networking and Microsoft Office; PowerPoint and Excel experience a plus
- Ability to take initiative and work unsupervised
- Willingness to be flexible and adaptable to change

Help Desk: 703-373-7040 (Hours:
Mon-Fri. 9am-8pm EST)
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