



SPORTS & ARTS IN SCHOOLS FOUNDATION
OPPORTUNITY AWAITS
AFTER SCHOOL

JOB DESCRIPTION

Position: Development and Marketing Intern

Reports to: Development Associate

Location: 58-12 Queens Blvd., Suite 1

Paid: 20-25 hrs/week

FLSA: Non-Exempt

ABOUT US:

Sports & Arts in Schools Foundation (SASF) is New York's leading provider of after-school programs. Our mission is to bridge the opportunity gap among students in high-need communities by extending the school day and year with wholesome, skill-building activities designed to improve New York City children's academic performance, health and wellness, attitude towards school, self-confidence, character and values, and opportunity for lifelong employment.

Summary:

SASF is seeking a current college student, current graduate student, or recent college graduate who is interested in serving as an intern and providing a wide range of database, research, administrative, and general support to SASF's development team. In return, SASF will provide an opportunity for the intern to gain experience in and familiarity with areas such as fundraising, philanthropy, marketing for a mission-driven non-profit organization. The Development and Marketing Intern will report to the Development Associate.

Essential Job Functions:

- Enter Data for all Gifts
- Ensure prospect data is updated
- Process Gift Acknowledgments
- Collection of pledge commitments and pledge reminders for all pledges
- Support logistics relative to fundraising/friendraising events including helping prepare materials for attendees
- Coordinate volunteers relative to development mailings where appropriate
- *Coordinate volunteers to support program including Speakers Bureau*

Qualifications:

- Currently enrolled in a university/college or hold a degree
- Strong writing and research abilities
- Desire to learn more about fundraising and philanthropy
- Experience with databases is a plus
- Good interpersonal skills and attention to detail
- A demonstrated commitment to SASF's mission and values
- Unimpeachable ethical standards and personal integrity

To apply, please visit our website at sasfny.org/careers

Disclaimer: *The statements herein are intended to describe the general nature and level of work being performed by the employee in this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position.*

