Internship Term:
Minimum of eight to ten hours per week with a maximum of 20 hours for 15 weeks between January 20 and May 15, 2014.

Supervisor’s Name and Title:
Barbara Greenway, Executive Director and Marcy Rustad, Fund Development Director (contracted)

Project Title and Justification:
The Development Assistant/Analyst will support the Contracted Fund Development Director in finalizing the Read to Me Project fund development plan, researching and identifying additional grants and funding source opportunities, contacting businesses on behalf of the Project, the planning and coordinating of a spring fundraising event/campaign, and other duties as identified by the Executive Director and the Fund Development Director.

Organization Description:
Read to Me Project is a young organization that recently received its 501c3. It has been in operation since 2011 under fiscal sponsorship. The organization is now ready to move ahead in planning for future growth. Since 2011 the Project has grown from a few classrooms to 82, serving 1,000 student readers, reading to over 1,300 siblings/cousins. A key to growth is the fund development activities and efforts that will ensure a bright future for the organization.

Program Description:
The Read to Me Project is an early literacy program that is simple, direct, and powerful. It reaches young children where they learn best, at home, by directly engaging older siblings in their younger brother’s and sister’s learning and development. It is an innovative program that can be replicated in every low-income community across county, state, and country. The Read to Me Project has the capacity to change lives by bringing books and literacy into homes and by helping children achieve their full potential through a lifetime of literacy and opportunity. Our constituency currently includes 9 to 12 year old students who read to their younger siblings, ages 8 months to 5 years. These children live in predominantly low-income communities in East Salinas and South Monterey County and are often English language learners.

Scope of Responsibilities:
The Fund Development Assistant/Analyst will support the Contracted Development Director and the Executive Director.

Specific responsibilities and tasks include:
- Learn to use and populate the Little Green Light online donor management system
- Identify and compile information on additional grant possibilities
- Assist with grant writing where appropriate
- Develop list of local businesses to approach for funding support
- Develop a list of local individual high-value donors
- Propose possible fundraising event options
- Propose possible fundraising campaign options
- With the support of the Read to Me Team, develop and execute a spring giving event/campaign
o Support the design and creation of materials to be used in fund development efforts
o Contact the business community/attend events on behalf of Read to Me to engage the business community in the Project’s work

Work Location and Schedule:
The Nonprofit’s warehouse and office is located in Salinas at 1121 Baldwin Street, Salinas, CA 93906 and trips to Salinas may be necessary. Most hours will be worked from the Carmel Valley area. A car is recommended to meet the needs of this position. The work schedule will be established in coordination with the work-study student. Occasional off-site activities may be required.

Qualifications for this Position:
o Motivated and able to work independently
o High accuracy in data entry/management
o Able to plan workload, maximize resources, and meet deadlines
o Coursework and/or experience in nonprofit management/fund development/grant writing/market research/data collection (desired).
o Proficiency with Microsoft Office software including Word and Excel. Must be able to utilize advanced features of Excel and knowledge of Access a plus.
o Proficiency with online searches and data collection.
o Proven team player who assists others and asks for help when needed
o Good verbal and written communication skills (samples required)
o Able to work effectively with people from varying backgrounds
o Access to e-mail
o Intern must sign a Confidentiality Agreement prior to accessing Read to Me files
o Able to perform the essential tasks and functions related to the expected outcomes, work products, and knowledge described for this position in the available time
o Spanish language (desirable)

Compensation:
This is a work-study position. Wage range is between $12-15/hour, depending on relevant experience and skills.

Contact Information:
If interested, please send your resume and cover letter to Marcy Rustad at marcy@readtomeproject.org. Question about the position, please call (831) 521-8847.

Approved:

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Executive Director Read to Me Project                Date