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Intern Job Description

Title: Development Intern

This is an unpaid internship.

Our Family Coalition (OFC) advances equity for lesbian, gay, bisexual, transgender, and queer (LGBTQ) families with children through support, education, and advocacy.

Our **Education** team works directly with school communities to strengthen anti-bias and LGBTQ-inclusive practices and curricula in K-12 schools. We have trained more than 2,000 educators, impacting tens of thousands of students in California. Our **Family Support** team strengthens the resiliency of current and prospective LGBTQ parents/caregivers, from family-building to early years, school years, and beyond. We serve LGBTQ families and their children with over 250 workshops, support groups, and community-building events every year. Our **Communications** team amplifies the reach of OFC's events, work, and vision through multiple channels online and in print. We also build and collaborate on public education campaigns that advance equity for LGBTQ-headed families and promote a just world for all.

OFC is seeking a **Development Intern** committed to our mission and interested in supporting our grants management and fundraising efforts, as they build critical professional skills, expand their networks, and deepen their insights about work in social justice non-profits. The Development Intern will:

- Assist in developing, producing and implementing development campaigns;
- Research potential donors and sponsors;
- Assist with on and off-site donor cultivation and special events;
- Work closely with the Donor Engagement Associate and the Executive Director.

Desired qualifications:

- Strong interest in fundraising, research, event planning, and/or non-profit organizations;
- Computer literacy, especially with databases, mail merges, spreadsheets, etc.;
- Good organizational and time-management skills;
- Quick learner with initiative & strong attention to detail;
- Excellent written and oral communication skills;
- Demonstrated knowledge of and/or commitment to LGBT equality and social justice;
- Availability for occasional evening and weekend special event activities a plus.

Interns are accepted on an on-going, as needed basis. Minimum 2 month commitment; 4-16 hours/week; start/end date flexible. Our office is located in San Francisco, easily accessible by public transportation.

If you have questions about this internship, please email jenny@ourfamily.org.

To apply: please email a resume and a cover letter explaining why you are interested in the Development Intern position to jenny@ourfamily.org or fax to 415-981-1962.