Development & Communications Intern

UnCommon Law Overview

UnCommon Law believes in a fundamental right to healing. Our mission is to provide access to justice and healing for people impacted by incarceration. We deliver trauma-informed, healing-centered mental health and legal counseling to help provide a safe pathway home for people currently serving lengthy prison terms in California prisons. We represent people in their parole hearings and habeas petitions, and we engage in litigation and policy advocacy to address systemic discrimination in the criminal justice system. We also provide training for people in prison, attorneys, family members, and law students in order to improve the overall quality of preparation for and representation in parole hearings. Our clients cannot be released from prison unless and until they have participated in counseling and other training programs, and can show the California parole board they can safely rejoin their communities. We help them get ready to make that showing.

Development & Communications Intern Role Description

UnCommon Law has an opening for an undergraduate (any major) Development & Communications Intern. The Development & Communications Intern will play a key role in supporting the Development Team. The Intern will have the opportunity to learn about the donor and foundation giving cycle, grant writing and grant management, working with a Board of Directors, planning and managing events, as well as designing, delivering and maintaining donor and funder communications.

Time Commitment: 10-15 hours/week, 2-3 days/week

Responsibilities:

Grant Tracking & Management
- Prospect foundations
- Track and research upcoming Request for Proposals
- Track grant reporting and assisting in ongoing grant reporting requirements
- Proofread grant proposals
- Log foundation grant proposals, call/meeting reports in database as needed

Donor Management
- Prospecting individual donors and corporations
- Logging donations in database
- Compiling and sending “thank-you” materials for individual and corporate donors
- Additional admin tasks including (but not limited to) donation filing and data cleanup
- Print and distribute fundraising/marketing materials
Event Support

- Assist in managing Eventbrite invite attendee lists, ensure completion of reporting on event attendance
- Assist in managing UCL Mailing List, adding new subscribers from events and segmenting existing subscribers into targeted mailing groups
- Assist in maintaining event logistics and attendee communications
- Prepare and send formal “Thank You” emails and letters to VIP attendees and major donors

Qualifications

- Compassion for incarcerated people and their family members, and a demonstrated interest in criminal justice reform
- Ability to handle multiple projects simultaneously
- Excellent written and verbal communication skills
- Experience maintaining database information
- Exceptional organizational skills and attention to detail
- Ability to communicate effectively and professionally over the phone
- Sensitivity to confidential matters
- Working proficiency in MS Word and Excel, Google Suite, and CRM software
- A strong working proficiency in Canva and Mailchimp (preferred)

The ideal candidate will have access to outside funding or school credit through their school or other fellowship program for nonprofit work.

Timeline

Applications will be accepted beginning immediately until March 13th, 2020. UCL expects the Development & Communications Intern to begin work at UCL beginning April 1, 2020 for a minimum ten-week period.

How to apply

Please submit (1) a resume, (2) a cover letter describing your interest and relevant experience for the role, and (3) contact information for two references to our online hiring portal (https://uncommonlaw.bamboohr.com/jobs/).

UCL is committed to providing an inclusive, welcoming, and culturally responsive environment for all members of our staff, volunteers, subcontractors, vendors, and clients. UCL does not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, military status, or prior contact with the criminal justice system. We strongly encourage applications from people impacted by incarceration as well as from traditionally underrepresented communities.