Development Intern

**Job Title:** Development Intern

**Reports to:** Grants & Foundations Manager

**Time Commitment:** Up to 20 hours/week

**Starting:** January 2023

**About Generation Hope:**

Founded in 2010, Generation Hope provides mentoring, tuition assistance, case management, and other resources and services to help teen parents become college graduates and to help their children become kindergarten rock stars. To date, we have provided more than $1M in tuition assistance, supported 330 teen parents in college, celebrated 140 degrees, and worked with 50 children of young parents in enhancing their early childhood education. We are also launching national work, including a technical assistance program with colleges and universities to assist them in better serving student parents and a policy and advocacy agenda driven by our Scholars. Click [here](#) to learn more about Generation Hope.

**Position:**

The Development Intern will partner with the Grants and Foundations Manager to support an over $4 million dollar annual grant portfolio. This opportunity comes at an exciting time for Generation Hope as we are in the beginning stages of identifying brand new funder relationships at our new site in 2023. The Development Intern will also have the opportunity to design and implement a grant-related project of their choosing – this could range from creating new systems to manage our list of prospective foundation/corporate partners to the opportunity to be a lead writer on a grant application.

Candidates are expected to participate in this internship up to 20 hours per week. The Development Intern will receive an incentive of $1,000 for their participation in the internship program that is intended to support the costs incurred during their internship at Generation Hope, such as childcare. Internships begin on January 9th and run through April 21st, with some flexibility on starting and ending dates. The internship will be largely remote with some in-person meetings and events.
Responsibilities:

- Research potential foundation and corporate partners in areas that Generation Hope does work and create a database of potential contacts
- Support Grants & Foundations Manager in developing recommendations for new funder relationships for the Development Team
- Research and help coordinate event sponsorship opportunities from current and new funders
- Develop foundation-specific materials the Development team can use for interviews with potential funders including slide decks and leave-behinds
- Support tracking and writing for upcoming grant deadlines
- Support the planning of Generation Hope’s spring events, as needed

Qualifications and desired skills:

- Interest in learning more about development work ranging from general fundraising to foundation management
- Interest in developing grant writing skills
- Strong writer and editor
- Experience with research and identifying key information
- Experience with databases and maintaining google sheets/excel
- Excellent attention to detail
- Able to meet deadlines, or proactively communicate when additional time or assistance is needed
- Proactive in asking questions, guidance or follow up from manager when needed
- Able to identify and replicate Generation Hope tone
- Commitment to Generation Hope’s values: Support, Acceptance, Family, Education, and Race Equity
- Personal and professional commitment to understanding and dismantling systemic and institutional racism

To apply*, please complete the online application here: [https://generation_hope.formstack.com/forms/internship_application](https://generation_hope.formstack.com/forms/internship_application)

*Please do not call

As a safeguard to the health of our community, all interns must be fully vaccinated against COVID-19 by their start date. Our full vaccination policy is available [here](https://generation_hope.formstack.com/forms/internship_application). Please email hiring@generationhope.org with any questions about this policy or medical/religious exemptions.

*Generation Hope is an equal opportunity employer. Generation Hope will not discriminate on
any basis prohibited by law, including marital status, personal appearance, sexual orientation, gender identity or expression, family responsibility, matriculation, political affiliation, race, color, religion, sex (including pregnancy, childbirth, related medical conditions, breastfeeding, or reproductive health decisions), age, national origin, genetic information, veteran status, and disability.