

LEFT FORUM FUNDRAISING, EVENTS AND DEVELOPMENT INTERNSHIP

Left Forum seeks to fill a part-time fundraising, events and development internship position for the Winter/Spring of 2010 – 2011. We seek an enterprising individual interested in learning about fundraising infrastructure and helping to coordinate fundraising and social events. This is excellent opportunity to develop and hone your event planning, fundraising and non-profit development skills while gaining valuable, high-profile experience in the academic and nonprofit arenas. The position can be molded to fit the individual's strengths and interests.

PRIMARY RESPONSIBILITIES

- Event planning, from venue scouting and logistics through to promotion
- Assist in researching and cultivating funding sources such as donors and online contributors
- Assist in developing funding campaigns, donor solicitations and long-term strategy
- Essential administrative functions such as creating reports, attending meetings, and developing event plans and event funding strategies
- Learn, organize and maintain development aspects of CiviCRM database and contribution accounting procedures

BACKGROUND AND EXPERIENCE

- Excellent research, writing and verbal communication skills
- Strong organizing skills
- High level of attention to detail and seeing projects through to their completion
- Ability to prioritize and handle a variety of projects simultaneously
- Ability to work effectively both individually and in a team
- Interest in fundraising and donor development
- Experience with databases—especially CiviCRM—preferred
- Passion for grassroots organizing and social justice

ABOUT THE INTERNSHIP:

We're a small organization with a dedicated group of organizers, staff, and volunteers, leaving lots of room for your creativity. You'll have the opportunity to work in an interesting (and very relaxed!) office in the CUNY Graduate Center where you'll be interact with scholars, graduate students and people who are involved with grassroots social justice movements.

This internship is unpaid, although academic credit is available. Hours are flexible—we ask for 10-20 a week—and can be adapted to fit your schedule Evening and weekend schedules are available. Internships begin immediately. To apply, please send a brief cover letter and resume to: volunteer@leftforum.org.

ABOUT LEFT FORUM:

Convening each spring in New York, Left Forum is the largest annual international conference of its kind. Continuing a tradition begun in the 1960s, we bring together intellectuals and organizers to share perspectives, strategies, experience and vision. Left Forum 2010 conference last March featured Noam Chomsky and drew more than 3,000 participants for 230 panels and events.