

Left Forum Fundraising and Development Internship

Left Forum seeks to fill a part-time fundraising and development internship position for the Fall-Spring of 2011-2012 periods. We seek a motivated individual interested in learning about fundraising infrastructure and helping to coordinate fundraising and social events. This is an 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, and finance management, 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

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 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 15-20 hours a week—and can be adapted to fit your schedule.

People with diverse backgrounds and experience are encouraged to apply.

Please send a detailed cover letter and resume to volunteer@leftforum.org

ABOUT LEFT FORUM

Continuing a tradition begun in the 1960s, Left Forum convenes an international conference each spring in New York City. The conference involves a broad spectrum of progressive and Left intellectuals, organizers and academics who come together to share ideas to transform the world; to better understand commonalities, differences, and alternatives to current predicaments; and to engage a wide range of critical perspectives on the world. Left Forum 2011 drew more than 3,500 participants for 300 panels. Recent conference plenary sessions featured Noam Chomsky, Arundhati Roy, Cornel West, and Barbara Ehrenreich.