



**Position: 826 National Development Intern**

**Location: San Francisco, California**

**Compensation: Unpaid**

**Organizational overview:**

826 National is a nonprofit organization that provides strategic leadership, administration, and other resources to ensure the success of its network of seven writing and tutoring centers. 826 centers offer a variety of inventive programs that provide under-resourced students, ages 6-18, with opportunities to explore their creativity and improve their writing skills. We also aim to help teachers get their classes excited about writing. Our mission is based on the understanding that great leaps in learning can happen with one-on-one attention, and that strong writing skills are fundamental to future success. Last year our tutoring centers — located in Ann Arbor/Detroit/Ypsilanti, Boston, Chicago, Los Angeles, New York, San Francisco, and Washington, DC — served over 32,000 students.

826 National relies upon foundation grants, corporate sponsorships, and individual donations to support its programs. This position is an excellent opportunity to gain exposure to nonprofit fundraising for youth and arts education organizations. The Development Intern reports directly to and works with the National Director of Development, and must be able to work out of the 826 National office in San Francisco.

**Projects and responsibilities include:**

- Support grant proposals and reports
- Produce national fundraising resources and narratives
- Prospect research
- Donor meeting preparation
- Create and manage social media fundraising campaigns
- Salesforce data entry

**Candidates must:**

- Possess excellent organizational and communication skills
- Demonstrate a genuine interest in nonprofit development
- Be able to commit to 15-20 hours per week for a minimum of 16 weeks (flexible)

- Have a personal laptop to use in the office

**As an 826 National intern you will receive the following perks:**

- Opportunities to participate in 826 Valencia and 826 National events
- A 15% discount at 826 Valencia's Pirate Supply Store
- A 30% discount in the 826 National online store
- The opportunity to impact a growing national nonprofit

**TO APPLY:** Please send a cover letter, a writing sample, and your resume to [daniel\[at\]826national\[dot\]org](mailto:daniel@826national.org). No phone calls or drop-ins, please.