



Paid Internship Job Description: Fall 2019

Job title: Business Development Intern

Job category: Fundraising

Job qualifications:

The ideal candidate should have a background in business, nonprofit fundraising and/or event planning, as well as volunteering for a nonprofit organization. The candidate should have a genuine interest in serving public school students and educators in San Diego County.

- Minimum: High School Diploma and pursuing a degree from an accredited college with a concentration of course work in Business, Hospitality, Event Management, Communications, English, or Social Science.

Any combination of educational and work experience that would be equivalent to the stated minimum requirements would qualify for consideration of this position.

KNOWLEDGE, SKILLS AND ABILITIES

- Attention to detail is extremely important for this position
- Excellent written, oral, and interpersonal communication skills. In particular, the ability to understand and organize detailed information and to write about or talk extemporaneously on that information
- Proficient computer skills in Microsoft Office 365 and Google Suite
- General knowledge of database management and ability to do data entry concisely
- General knowledge of nonprofit organizational practices
- A professional demeanor with an aptitude for analytical thinking and problem solving
- Responsible, well organized, and demonstrates initiative
- Ability to work under pressure with tight deadlines
- Ability to synthesize information and write concisely
- Ability to work independently and collaboratively
- Must have excellent customer service skills
- Knowledge of Salesforce© database system and Wordpress a plus

A candidate should have a valid driver's license.

Job description:

PAID Internship: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Key responsibilities may include:

- Assist staff with logistical coordination for all fall and spring events
- Support sponsorship recruitment process for fall and spring events



- Solicit in-kind donations from corporate partners for fall and spring events
- Prospect research on individuals, foundations, and corporations to support both event fundraising and grants pipeline
- Assist with data entry in Salesforce related to donations and prospects
- Support CEO as necessary with preparation for donor and prospect meetings
- Clerical event and fundraising administrative support, such as acknowledgement letter production
- Customer service excellence in response to donors' inquiries
- Make appreciation phone calls to donors
- Assistance with other administrative duties as assigned not limited to filing and office organization

Additional Info:

Since 1997, the Classroom of the Future Foundation (CFF) has united business, community, and educational leaders to create innovative learning environments in San Diego County public schools. CFF works to advance its mission by ensuring that all San Diego students are prepared for the jobs of the future.

CFF is an extension of the San Diego County Office of Education and is known for being the convener of business, community, and educational leaders around innovation in education in our region. Moreover, CFF is a catalyst and champion for the creation of learning programs that apply proven business and technology-based practices in the school setting. CFF is also a trusted resource for school districts, and a thought leader on innovation in the classroom.

CFF serves all 42 school districts in San Diego County, and provides support through the following initiatives and programs:

- College & Career Pathways Initiative
 - High School Redesign Program
 - Career Discovery Cybersecurity Experience Program
 - Teacher Externship Program
 - High Tech Academic Achievement Scholarship Program
- Innovation in Education Initiative
 - Innovation Grant Program
 - Innovation Accelerator Program

To Apply:

Email your resume with a short cover letter to James Wright, Chief Executive Officer, at james@classroomofthefuture.org.

Please note this is a paid, 12-week internship from August to November.