



**Position:** Fundraising & Development Intern  
**Organization:** After School All-Stars, Cleveland  
**Work Hours:** Adjustable based on student schedule  
**Compensation:** N/A

### **ORGANIZATION BACKGROUND:**

Founded in 1992, [After-School All-Stars](#) provides free, daily afterschool programs to over 90,000 youth in over 450 school sites in 19 chapters across the U.S. Our vision is for our All Stars to be safe and healthy, to graduate high school and go on to college, to find a career they love, and to give back to their communities.

### **A UNIQUE OPPORTUNITY:**

ASAS is currently seeking a passionate and talented Fundraising & Development Intern. The Fundraising & Development Intern is responsible for assisting the Development & Marketing Manager with development and fundraising events and projects. The intern will assist the core job functions of the ASAS Cleveland Development Team. The Fundraising & Development Intern will be given a minimum of 1 project that will contribute to the success of the Cleveland Chapter's fundraising and development projects and events.

### **COVID 19 SAFETY MEASURES:**

ASAS Cleveland will be conducting a blended online and onsite program. We have taken the necessary precautions for onsite programming and will be following best practices and guidelines to ensure safety for our staff and students.

### **ONSITE AND/OR VIRTUAL INTERNSHIP SPECIFIC RESPONSIBILITIES**

#### **RESPONSIBILITIES:**

- Special Events – assist in creating a timeline and calendar for upcoming special events, support volunteer recruitment, and miscellaneous tasks
- TopGolf Event – assist in creating a timeline for the 2<sup>nd</sup> Annual TopGolf Event; assist in reaching out to new participants; assist the Operations Assistant in marketing the event through social media platforms; and assist the Development & Marketing Manager with rolling out Save-the-Dates and Thank You cards.
- Annual Kickball Tournament – assist in creating a timeline for the 2<sup>nd</sup> Annual Kickball Tournament; assist in reaching out to new participants for the event; assist in recruiting volunteers; support the Development & Marketing Manager in reaching out to potential Sponsors; assist the Operations Assistant in marketing the event through social media platforms; and assist the Development & Marketing Manager with rolling out Save-the-Dates and Thank You cards.
- Personal Project – learn how to design and implement a personal fundraising/development project of your choice under the guidance of the Development & Marketing Manager

### **WHO SHOULD APPLY?**

The successful candidate will have a familiarity with and passion for working with underserved youth and the ability to work cooperatively and collaboratively with school community leaders and stakeholders. The candidate should have familiarity and experience with diverse populations and culture competencies. The Fundraising & Development Intern will embody ASAS's core values: entrepreneurial, collaborative, transparent, accountable, and proactive.

- Pursuing an undergraduate degree in Non-Profit Administration, Organizational Leadership or Public Administration is recommended.
- Familiarity with basic computer software programs and technology skills
- Excellent customer service skills and the ability to multi-task, remain organized, and work in a fast-paced environment
- Must have clear BCI & FBI background checks



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**HOW TO APPLY FOR THE FUNDRAISING & DEVELOPMENT INTERNSHIP:**

Please submit a **resume and cover** letter via e-mail to: [asasclevelandjobs@afterschoolallstars.org](mailto:asasclevelandjobs@afterschoolallstars.org). Your cover letter should be in PDF format. Please put "Fundraising & Development Intern" and your last name in the subject heading.

**LEARN MORE ABOUT AFTER SCHOOL ALL-STARS:**

To learn more about ASAS, please visit our website: [www.afterschoolallstars.org](http://www.afterschoolallstars.org)