Development and Operations Intern, Fall 2017

The Mayor's Fund for Los Angeles, founded in 2014, supports building a better quality of life for Angelenos by driving transformative change through public-private partnerships. The Fund drives collaboration with leaders and experts, cultivates our diversity, capitalizes on our creativity, and champions new ideas.

The Fund targets programs that are time-specific, impact-oriented efforts around priority areas by facilitating private resources to ongoing civic programs, as well as focusing on new, innovative solutions. The Fund embraces opportunities that take risks and carefully measures results to be data driven, efficient and accountable. The Fund is built on the idea that building cross-sector partnerships will help make Los Angeles the safest, most prosperous, most livable and best-run big city in the world.

POSITION: Development and Operations Intern

LOCATION: Los Angeles City Hall, 200 N. Spring Street, Los Angeles

DATES: September 11, 2017 to December 1, 2017

REPORTS TO: Karlo Marcelo, Program and Development Manager

SUMMARY:

This position will focus on operations, donor & grant management, and online research & writing during the fall of 2017. We are seeking a high-capacity college intern with a passion for the city of Los Angeles. The intern will be part of a small, hard-working team and most of their tasks and projects will be desk-oriented.

Interning for the Mayor's Fund for Los Angeles is an excellent opportunity to gain professional skills and experience recognized by philanthropic and non-profit organizations.
PRIMARY RESPONSIBILITIES:

Operations Administration:
- Making instructional manuals and organizational flow charts for internal usage.
- Printing, scanning, and filing documents for record keeping.
- Attending meetings when needed and taking minutes for office-wide memos.
- Creating one-pagers and memos for staff, board members, and consultants.
- Assisting at program-related events.

Research:
- Update donor database (using Blackbaud's eTapestry) tracking donor engagement and activity.
- Creating and sending weekly media report to staff concerning news in philanthropy, current and potential donors, and award opportunities.
- Researching existing and potential donors, and creating dossiers on donor prospects.

POSITION REQUIREMENTS:
- Possess strong analytical problem-solving skills.
- Determine priority between short and long-term projects, meet deadlines and ask clarifying questions.
- Demonstrate professional communication in person, over email and on phone.
- Be comfortable sitting and working at a computer for long periods of time.
- Possess familiarity with MacOS, Dropbox, Google Drive, Microsoft Word and Excel (bonus if you are familiar with eTapestry and Constant Contact).
- Have experience with research and/or data management.
- Desire to work in a small, collegial, hard-working team.
- Be a self-starter.

Salary: $15/hour; max 30 hours a week.

EDUCATION: Preference for rising undergraduate seniors and Master’s students.

HOW TO APPLY: Interested applicants should email a complete resume and a short paragraph or two highlighting your interests and qualifications to Information@Mayorsfundla.org by August 11, 2017. Please put MFLA Fall Intern 2017 in the subject line of the email. Those selected to interview will be invited to City Hall on August 18, 2017.