



Job Description
OCCJ Fund Development Intern
(Unpaid) Course Credit Available

About You

You have a passion for equity and inclusion, and working with diverse populations. You are creative and enjoy using different media to communicate your message.

You are resourceful, a self-starter, detail oriented and emotionally-intelligent. You are deeply committed to personal and professional growth and have a record of initiative in extra-curricular activities or a work-setting.

You are a current college or graduate student. Those studying Human Relations, Communications, Public Relations, Social Work, Gender Studies, Political Science, or Public and/or Non-profit Administration are strongly encouraged to apply.

Who You'll Work With

You will work in our Tulsa office (currently remote due to COVID-19) to achieve our mission of respect and understanding for all people through education, advocacy, and dialogue. You'll report directly to the Fund Development Director and take on a range of fundraising, grants, and donor relations projects.

When you join OCCJ as an intern, you are joining a tight-knit team that will heavily invest in your professional development. This role will allow you to work on a variety of projects and has the potential to connect with you with experts and stakeholders.

What You'll Do

You will receive hands-on experience in fundraising campaigns, virtual events, and donor relations. You will gain new skillsets and build on the ones that you bring to this internship.

This internship will have a range of responsibilities in development including managing and cultivating relationships with donors, maintaining records in the database, contributing to research projects, grants and fundraisers, and coordinating with volunteers.

- Assist in organizing day-to-day communications with donors
- Assist in drafting fundraising and membership emails, campaigns, solicitations, and thank you letters
- Support virtual event planning and coordination
- Research and share best practices for fundraising events and campaigns
- Help maintain and update donor databases
- Conduct research on individuals and institutional prospects
- Prepare documents for prospective grants
- Help prepare reports for grant reporting
- Conduct research on potential donors, strategic partners, markets and industries
- Prepare reports and presentations for meeting with potential funders, the board, and other stakeholders
- Assist with general administrative duties as needed

What You'll Gain

- Increased understanding of nonprofit and board structure
- Experience the process of fundraising and grant cycles
- Learn from nonprofit professionals
- Develop connections with nonprofits, foundations, and OCCJ stakeholders

Qualifications

- A genuine interest in social justice and commitment to OCCJ mission and vision
- Excellent administrative and organizational skills
- Excellent online research skills
- High level of discretion, professionalism, and sensitivity to donor confidentiality issues
- Self-motivated with ability to work remotely
- Knowledge of basic office software like Word and Excel
- A valid Oklahoma driver's license

OCCJ is an equal opportunity employer and welcomes candidates with diverse identities and experiences to apply.

Intern will be expected to work between 10 and 15 hours per week depending on their schedules and availability.

Compensation

- Unpaid. We are happy to cooperate with your institution's requirements for academic credit.

Application Instructions

- The cover letter must address the following prompt:
 - **Why you want to intern at OCCJ and how you saw yourself reflected in the job description.**
- Please include a resume with your cover letter. Nontraditional work and leadership experience are welcome (volunteer experience, camp counselor, babysitting, part-time jobs, faith based involvement, etc.)
- Email application materials by Friday, September 18, 2020, to:
 - Eileen Schaumleffle, Fund Development Director: eschaumleffle@occjok.org

Process

- Round 1- Application - Resume and Cover Letter addressing the following prompt:
 - **Why you want to intern at OCCJ and how you saw yourself reflected in the job description.**
- Round 2 – Phone Interview with the Fund Development Director
- Round 3 – Video Conference Interview with Fund Development Director and an additional member of the OCCJ leadership team

All applicants will be notified of final decisions.