

Development Intern

Alliance Française of Atlanta - Atlanta, GA

Posting Date 01/12/15

We are looking for a **Development Intern** for a 4-6 month internship starting immediately. Hours are Monday to Wednesday/15-20 hours a week. **MUST LIVE LOCALLY**. The Development intern will work closely with the Director of Development of the Alliance Française of Atlanta in the ongoing work of a small development office.

This person will assist with a wide range of fundraising and development projects, interns will gain substantial hands-on experience and specific training in event planning, donor relations, relationship building, grant research, benefit auctions, and a specific fundraising software.

Interns' responsibilities will include:

- Assisting with the design, copy writing, and production of donor materials and ongoing correspondence
- Conducting prospect research and analysis to support solicitation strategies
- Providing substantial research and recommendations regarding key projects
- Providing logistic and clerical support for donor events; duties to include: preparing mailings, working with outside vendors, maintaining database, coordinating event logistics, inputting donor information

Necessary skills and qualifications:

- Passionate about the French language and francophone cultures
- Self-motivated, detail-oriented individual with excellent written, verbal, and organizational skills
- Skill in coordinating and completing special projects and routine tasks
- Excellent computer skills with experience in Microsoft Office, Excel, PPT, mail merges, and database management
- Ability to work independently and with others—especially volunteers, donors, and vendors
- Dependability, flexibility, and ability to maintain confidentiality
- Ability to work well under pressure and with deadlines

- A passion for the non-profit sector and the French language and culture
- French speaking is a plus, but not mandatory*

If you are interested, please send your resume and cover letter to development@afatl.com. No phone calls please.

About us

Alliance Française d'Atlanta is the French-American Cultural Center serving the Atlanta community as the premiere provider of French language and culture since 1912. The mission of Alliance Française d'Atlanta is to encourage the study of French language and to promote France and other Francophone cultures around the world. We are committed to fostering education, cross-cultural understanding, and cultural outreach to local communities in the metro-Atlanta area.