



**Internship Title:** GreenLight Philadelphia Fall Intern

**Internship Dates:** September 20<sup>th</sup> - Week of December 4<sup>th</sup> 2017 (Flexible)

**About GreenLight Fund:**

The GreenLight Fund transforms the lives of children, youth and families in high-poverty urban areas by creating local infrastructure and a consistent annual process to:

- Identify critical needs,
- Import innovative, entrepreneurial programs that can have a significant, measurable impact, and
- Galvanize local support to help programs reach and sustain impact in the new city.

In Philadelphia, GreenLight Fund addresses the critical needs of low-income children, youth, and families by performing extensive local landscape analysis to understand priority needs, and select and support outstanding organizations with strong track records that are effectively addressing these needs.

**Internship Description:**

GreenLight Philadelphia's Fall intern will be involved in a variety of projects that support and enhance our communications, fundraising and development strategies at our Philadelphia site. In addition, this person will support our current portfolio organizations, and assist in event planning, grant applications, and other site projects.

**Key Projects & Responsibilities**

*Fundraising*

- Assist in the Neighborhood Partnership Program (NPP) application process to facilitate potential partners in the banking, and insurance industries;
- Support GreenLight PHLs Fund III campaign, and 2017 Launch Event.

*Research and Diligence*

- Research and build analyses of prospective donors and key stakeholders in existing local foundations and organizations;
- Record diligence and assist in campaign planning and strategy.

*Communications*

- Assist in GreenLight Philadelphia's blog, twitter, and e-newsletter communications.

**Candidate Requirements:**

- Pursuing a bachelor's degree in a relevant field such as urban studies, sociology, nonprofit management, education, business, economics, or political science;
- A deep understanding of urban issues facing low-income communities;
- Outstanding research, communication, and technology skills;
- Willingness to quickly learn and analyze new information;
- Ability to take initiative and think creatively;
- Flexibility, humor, and a passion for GreenLight's mission and the City of Philadelphia.

**Compensation:** Paid, part-time (10-15 hours a week arranged around the intern's schedule).

**Organization Website:** [www.greenlightfund.org](http://www.greenlightfund.org)

To apply, please send your cover letter, resume and transcript to [adiallo@greenlightfund.org](mailto:adiallo@greenlightfund.org) by September 13<sup>th</sup>. Applications will be reviewed on a rolling basis. GreenLight Fund is an equal opportunity employee.