



*Invested in change.*

**External Affairs 2019 Spring Semester Intern**

**About GreenLight Fund**

The mission of the GreenLight Fund is to transform 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 proven best-in-class nonprofits, and galvanize local support to help programs reach and sustain impact in the new city.

**Position responsibilities/tasks:**

The GreenLight Fund seeks a paid intern for the spring semester for 10-12 hours per week to support fundraising and communications operations as a part of a busy and growing national office supporting a network of 7 local sites. This position will report to the External Affairs Associate.

**Fundraising and Development**

Conduct research on potential donors from across the country – foundations, corporations and high net worth individuals  
Drafting acknowledgement letters and payment reminders for major donors  
Prepare materials and packets for frontline fundraising staff

**Communications and Marketing**

Produce internally-facing content to support sites' fundraising and communications efforts  
Draft social media posts and newsletters for GreenLight Fund's national channels

**Salesforce**

Salesforce training to learn how to make updates to donor and potential donor records  
Work with External Affairs team to regularly review and update reports  
Create how to guides to help new staff use Salesforce and other systems

**Qualifications:**

Flexible and adaptable  
Self-starter  
Good copyediting and proofreading skills  
Microsoft Office (Word, Excel, Powerpoint)  
Salesforce or other database exposure a plus

## **More about GreenLight**

The annual GreenLight selection process starts by looking at the needs in the community where an innovative approach could make a significant impact. We then look across the country for the best of the best and conduct a rigorous diligence process to assess their local fit and potential for impact and sustainability. We select one organization each year to support and invest funds (\$600,000-\$800,000) over four years as start-up growth capital, our network, our time and our energy. And then we measure their impact and progress toward long-term sustainability.

Nationally, GreenLight has imported 19 social innovations to 4 cities impacting the lives of nearly 60,000 low-income children, youth, and families in 2016 alone. These organizations are closing gaps related to early literacy, summer learning loss, college access and affordability, chronic health conditions for the homeless and others identified locally. The \$16M of GreenLight funds invested has leveraged \$69M in follow-on capital raised by our portfolio organizations. The GreenLight Fund currently operates in Boston, the Bay Area, Cincinnati, Detroit, Philadelphia, Charlotte and Kansas City.

*GreenLight Fund is committed to fostering diversity, equity and inclusion at every level of the organization. GreenLight Fund recognizes and appreciates the value of building a diverse workforce and creating an inclusive work environment. GreenLight Fund takes pride in being an equal opportunity employer regardless of age, ethnicity, gender, gender expression, gender identity, genetic information, marital status, national or ethnic origin, physical or mental ability, race, region, sexual orientation or veteran status.*

*If you need assistance or an accommodation due to a disability, you may contact us at [talent@greenlightfund.org](mailto:talent@greenlightfund.org)*