



Position Title Development & Communications Intern

Position Description

Pass With Flying Colors is seeking a detail-oriented and creative individual with excellent communication and project management skills to join us as a Development & Communications Intern from September to December 2018.

The Development & Communications Intern will be exposed to all elements of fundraising and marketing at a small non-profit organization. Over the course of the internship, responsibilities will include event planning, writing and editing development collateral, gift processing, donor stewardship, and reporting. The intern will also have the opportunity to propose and guide a new development strategy during their time at Pass With Flying Colors.

Specific responsibilities include but are not limited to the following:

- Assist with the writing, editing and preparation of email newsletters, organization and program collateral, and communications materials and social media content
- Assist with creating, editing and preparing of event invitations, posters and other event materials
- Assist with planning and coordination of annual College Dreams gala and Junior Board fall events
- Assist with research to support the grant writing and Sponsor A Student program goals
- Process and acknowledge gifts and contributions in Giftworks database
- Assist in donor stewardship activities and provide excellent customer service to all donors
- Maintain individual, foundation and corporation files
- Monitor and report on progress against campaign workplans and goals
- Support and attend key meetings and events, as appropriate
- Other duties as assigned

Qualifications and Competencies

- College student or recent graduate with a focus in nonprofit leadership, social work, marketing, communications or journalism; should have a working understanding or strong interest in fundraising, communications, and marketing.
- Outstanding writing skills
- Excellent interpersonal and relationship-building skills
- Outstanding organizational skills and attention to detail
- Proven ability to meet deadlines while managing multiple projects
- Team player who can also work independently
- Ability to think strategically, adapt to dynamic priorities, and efficiently manage time and resources



- Strong computer skills, including Microsoft Office, social media platforms, Canva, and database experience (preferred)
- A commitment to Pass With Flying Colors' mission, particularly the value of a college degree for first-generation students

Compensation

A modest stipend may be available. Pass With Flying Colors is willing to work with students seeking to meet requirements for receiving academic credit as appropriate.

Application Information

Interested applicants should mail cover letter, resume, and a writing sample to Executive Director Jessica Paulsen (jpaulsen@passwithflyingcolors.org) with the subject line "Development and Communications Intern." No phone calls please.

ABOUT PASS WITH FLYING COLORS

A college degree means opportunity and choice as an adult. College graduates earn more than double the annual income than adults who have attained only a high school degree. College graduates are healthier, are more active in their communities, have greater access to health insurance and retirement benefits, and are less likely to be incarcerated. College aspirations among low-income, first-generation students have risen significantly over the past 15 years, yet the college attainment rates for the same period have remained flat. Pass With Flying Colors' eight-year program closes the aspiration-attainment gap, making college degrees a reality to a larger population of Chicago's low-income, first-generation students.

Pass With Flying Colors (PWFC) prepares Chicago high school students from underserved communities to be successful in college. Students join a PWFC cohort in their freshman year through a competitive application and interview process. Immediately scholars are immersed in programming and experiential activities that prepare them for the rigors of college. In high school PWFC scholars develop the academic, social and non-cognitive skills that are critical for college and career success. When they matriculate to college, scholars continue to receive PWFC mentoring, support and resources so they will realize their dream of a bachelor's degree.