

## **FUND DEVELOPMENT / WORKPLACE GIVING INTERN**

### **Overview**

AIDS Research Alliance (ARA), a non-profit community-based medical research organization, is seeking candidates for the position of Community Outreach Intern. Located in Los Angeles, CA, ARA exists to develop a cure for HIV/AIDS, medical modalities to prevent new infections, and better treatments for those living with HIV.

ARA seeks a Fund Development (Fundraising) Intern to work approximately ten (10) hours per week. A minimum four to six month commitment is required, and a monthly stipend is provided.

The Intern will report directly to the Vice President for Development and assist the department as it builds new linkages and relationships with local corporations. In particular, the Intern will work with staff to identify and introduce AIDS Research Alliance to new workplace giving (payroll deduction and matching gifts) programs.

Candidates should possess a strong proficiency in English composition and grammar, excellent organizational skills, good word processing and database skills, a clear speaking voice on the telephone, and an out-going and friendly personality. A basic understanding of HIV/AIDS is preferred, but not necessary. Strong candidates will be goal-oriented with good organizational skills.

### **Intern Duties Include:**

- Identify and create a database of workplace giving programs at major corporations with large offices in southern California.
- Conduct research about targeted corporations and their workplace giving programs.
- Prepare and send materials about AIDS Research Alliance to targeted companies.
- Regularly place call colds to collect information and data from corporations.
- Prepare and send forms, emails and correspondence to workplace giving programs.
- Schedule meetings and presentations at local corporations.
- Meet deadlines and track project details over time.

### **Learning Goals Include:**

- Understand how corporations support their employees' charitable giving.
- Understand how donors use payroll deductions and corporate matching gifts to increase support for their favorite charities.
- Learn how to accept diverse assignments and deliver finished products that meet larger objective and subjective goals.
- Learn how to project confidence and professionalism in telephone communications.
- Appreciate how corporations typically organize and manage internal functions.

### **Application**

If interested in applying, please send a resume *via email* to [jobs@aidsresearch.org](mailto:jobs@aidsresearch.org) with "Fund Development Intern" in the subject line. A cover letter indicating interest is welcomed. If you are referring a potential candidate, please have the candidate send a resume via email to [jobs@aidsresearch.org](mailto:jobs@aidsresearch.org). AIDS Research Alliance is an Equal Opportunity Employer. No phone calls please.