



BREATHELA.ORG

5858 Wilshire Blvd., Suite 300
Los Angeles, CA 90036
P: (323) 935-8050
F: (323) 935-1873

Intern Placement Description

Job Title: Intern
Department: Development Department
Reports to: Development Manager
FLSA Status: Part-Time; Non-Exempt

About

Breathe Southern California (Breathe SoCal) is a 501(c)3 nonprofit organization focused on achieving clean air and healthy lungs through research, education, advocacy and technology. The organization runs an array of breathing and health-related educational and outreach programs to increase public awareness about lung-related diseases-including asthma, bronchitis and emphysema and works towards eradicating these diseases.

Our programs have provided thousands of schoolchildren with the health education tools necessary to improve their indoor and outdoor environments, manage lung health risks, and prevent related illnesses such as asthma. Breathe SoCal also provides education to children with asthma and their parents, and adults with emphysema, chronic bronchitis and Chronic Obstructive Pulmonary Disease (COPD) to better understand and manage their disease. Breathe SoCal also conducts educational programs aimed at tobacco prevention, healthy eating, and air pollution and environmental health. The organization also conducts advocacy and educational programs to increase public awareness of air pollution and promote solutions that will achieve clean air for all.

Intern Duties & Responsibilities

Breathe SoCal Intern duties and responsibilities includes but is not limited to the following projects:

- Track all constituent and moves management data for the Development Department
- Collaborate with the Operations Department to track & process all revenue (i.e., received online, EFT, credit card, and cash/check) received daily in Donor Perfect
- Update Standard Operating Processes as needed
- Assist in the stewardship of donors which includes producing and sending formal tax receipt acknowledgement letters weekly and donor thank you phone calls for first time gifts
- Assist in developing monthly, quarterly, and weekly analytical reports for all fundraising revenue, appeals, and department fundraising activities
- Provide support with prospect research of potential community, corporate, and individual partners for the Development Department
- Assist with direct mailing projects for the Development Department
- Assist with communications projects including but not limited to content development for all social media platforms, blog posts, media outreach for publication, and marketing materials for signature events
- Research potential foundation grants in Southern California for funding
- Assist with the planning and execution of signature events
- Assist staff with various administrative projects as needed



Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be at least 18 for this internship position
- Commitment to the mission, policies, goals and philosophy of Breathe SoCal
- Ability to work independently and as a team member
- Ability to multi-task various projects
- Basic computer and data entry skills (familiar with Microsoft Office Suite)
- Strong attention to detail and data accuracy
- Professional appearance and attitude
- Good phone skills
- Quality verbal and written communication skills

Preferred Skills

Agility with numbers and reconciling fundraising event budget
CRM Experience (Donor Perfect)



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This job description reflects management's assignment of essential functions. It does not prescribe or restrict responsibilities that may be assigned. **Hourly pay. Part-time only (20-25 hours per week). Apply to info@breathesocal.org with cover letter and resume.**

Acknowledgement

I acknowledge that I have read the job description provided by Breathe SoCal and understand the essential roles and responsibilities of the position. I am able to perform the essential functions as outlined. I understand that my projects and responsibilities may change on a temporary or regular basis according to the needs of my location or department. If I have any questions about duties not specified on this placement description that I am asked to perform, I should discuss them with my immediate supervisor. I have discussed any questions I may have had about this job description prior to signing this form.

Part-Time Employee Name

Date

Supervisor Name

Date