

Intern Placement Description

Position Title: Partnership & Data Analyst Intern
Department: Development & Communications Department
Reports to: Development Manager

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 provides patient support and environmental health education and empowerment programs to communities most impacted by alarming chronic lung disease rates and the poorest air quality.

Intern Duties & Responsibilities

The Fundraising Data Analyst Intern at BREATHE SOCAL is a great opportunity for interns to enhance their skills in nonprofit charitable giving and strategic partnerships, data analysis and reporting, and effective cultivation and stewardship of key stakeholders. An internship with BREATHE SOCAL provides:

- Engaging opportunities for you to apply your critical thinking skills and education in a professional work environment
- Explore career and leadership opportunities in the nonprofit sector
- Interact and collaborate with diverse staff and experience nonprofit giving and philanthropy

This position will work closely with the Development Manager under the direction of the Director of Development & Communications in writing fundraising proposals and appeals, tracking and analyzing donor gifts, and assisting with donor stewardship for BREATHE SOCAL. The intern can expect to develop confidence and marketable skills by engaging in or assisting with many of the following activities:

- Update constituent accounts and record fundraising revenue in Donor Perfect
- Track, analyze, and reconcile Donor Perfect reports and accounting reports on revenue received on a monthly and quarterly schedule
- Assist in reporting and analyzing fundraising revenue for leadership to ensure department goals are achieved
- Assist with writing corporate funding proposals and individual giving appeals to encourage BREATHE SOCAL members to get involved, sponsor, and/or donate
- Participate in qualifying calls with potential and current funding partners of BREATHE SOCAL led by management staff
- Monitor and confirm financial contributions online, mail, and electronic fund transfer
- Assist in answering donor questions by phone and email regarding opportunities to give
- Assist in tracking, collecting and invoicing corporate, foundation, and grant funders
- Processing gifts as necessary from individual donors and corporate partners
- Assist in acknowledging partners and donors through phone drives, digital/ direct mail letters, email, etc. to support the cultivation and stewardship of BREATHE SOCAL strategic partnerships
- Assist in developing stewardship strategies and ensure the fulfillment of corporate sponsor deliverables



- Collaborate with diverse departments to develop creative communication campaigns showcasing BREATHE SOCAL Programs to encourage opportunities for giving
- Research and outreach to potential partners that align with BREATHE SOCAL's core values and mission

Qualification Requirements

To perform this position 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 have a bachelor's degree and/or working towards a bachelor's degree in accounting, business development, and/or related experience
- Effective and concise writing skills, as well as effective/ persuasive oral communications skills
- Qualified candidates should possess strong writing skills, attention to detail, and have a keen interest in public health and/or environmental sustainability
- Ability to multitask, perform in a team environment, and a demonstrated willingness to learn
- Ability to work independently
- Computer Proficiency – Microsoft Word, Excel, PowerPoint, and Publisher
- Professional appearance and positive attitude with good phone skills
- Positive, self-starter with the ability to manage diverse relationships and interact with diverse people at all levels of an organization
- Team player with powerful leadership skills
- Upbeat and enthusiastic with a high level of energy and initiative

Preferred Skills

Qualified candidates must be enthusiastic, reliable, and interested in public health and/or environmental sustainability initiatives

Possess an agility with numbers and analyzing data

CRM experience a plus (Donor Perfect, Salesforce, Blackbaud)

This placement description reflects management's assignment of essential functions. It does not prescribe nor restrict responsibilities that may be assigned. Apply to development@breathesocal.org with cover letter, writing sample, and resume.