



Development Intern

SAJE's mission is to build community power and leadership for economic justice.

Since 1996 SAJE has been a force for economic justice in our community focusing on tenant rights, healthy housing, and equitable development.

SAJE advocates for state and local policies and negotiates directly with landlords and developers for resident-led community development agreements defending tenant rights and promoting affordable and healthy housing, environmental justice, equity in our transit systems, and development without displacement.

We aim to do this through community mobilization and popular education programs providing tenants the tools to be able to advocate for themselves and their neighbors. SAJE holds a biweekly tenant legal clinic which provides free education and assistance to community residents, who are facing issues such as evictions, harassment and disputes with their landlords, illegal rent increases, or unhealthy or dangerous habitability conditions.

SAJE has established a land trust, and helped implement innovative popular education programs.

SAJE believes that the fate of city neighborhoods should be decided by those who dwell there, and we convene with other organizations to ensure this occurs in a manner that is fair, replicable, and sustainable.

The Development Intern aids in all aspects of administrative activities and will gain insight into the broad range of tasks that support the management of a small non-profit organization. The Intern will assist in activities related to fundraising and grant writing, community engagement, phone calls and email correspondence, data entry and reporting, and direct service and advocacy.

The Intern will also have the opportunity to shadow SAJE's Administrative Team members at meetings and events to learn more about coordinated community response and non-profit management. The Intern will be responsible for supporting the Development Associate in planning and coordinating SAJE's annual LA for Everybody Gala.

Students are encouraged to apply for credit. Internship is unpaid.

RESPONSIBILITIES:

- Donor management using our CRM platform
- Conduct necessary research on potential donors, strategic partners, and organizations
- Prepare reports using our CRM platform
- Respond to inquiries via email and phone
- Draft correspondence, reports, proposals and donor appeals
- Assist with mailings, filing, and special projects as needed

- Work with the Events and Communications team on reviewing materials and marketing around the annual gala event
- Send thank yous, receipts and other donor notes

REQUIRED QUALIFICATIONS:

- General Knowledge of Microsoft Word, Excel, and PowerPoint
- Knowledge of Nationbuilder or another similar CRM platform
- Enthusiasm and dedication to teamwork
- Ability to work independently with little supervision
- Verbal and written communication skills
- Ability to organize and prioritize work
- Organized and detail oriented; able to maintain records
- Belief in social justice work that empowers communities
- Ability to maintain high standards in Organizing tracking systems
- Interpersonal and friendly

Students are encouraged to apply for credit. Internship is unpaid.

Schedule/Hours

Minimum 4 months (or academic semester / quarter) 8-10 hours a week min

To apply:

Please email resume, a writing sample, and a brief statement defining why you are a good fit and what you hope to learn from this experience to Dagan Bayliss (he/him) dbayliss@saje.net indicate in Subject Line "Development Intern Interest" or submit interest at <https://tinyurl.com/y6wn9kx7>

NOTE: All interns must provide proof of full vaccination against COVID-19.