



Position Title: Development Intern
Reports To: Executive Director

Position Summary: AR Kids Read is pleased to offer an internship for candidates interested in fundraising, development and nonprofit-oriented careers. Applications will be accepted from current students in their senior year, recent undergraduates (4-year program), and graduate students.

This is a hands-on internship where you will engage in the development priorities of the organization. You will attend meetings with organization staff and sponsors, participate in fundraising events, and build experience in grant writing and donor communications.

The ideal candidate enjoys relationship building, has experience working with special events, and demonstrates strong written and verbal communication skills. Among other tasks, the intern will research funders and philanthropic trends, assist in editing and writing foundation and donor reports and correspondence, help maintain and improve information systems, and provide support to AKR's growing individual donor and grants management programs.

The candidate must be interested in working with a team to develop and support the mission of AR Kids Read. AKR is fast-paced, and a can-do attitude is essential. The internship is a great opportunity to gain real-world professional experience while impacting the lives of Arkansas' youngest citizens.

RESPONSIBILITIES

- Commitment of 12 hours per week for the year-long internship (holidays and vacation time will be pre-scheduled and mutually agreed upon)
- Assist in the development and review of grant proposals, budgets and supplemental application materials
- Foster donor relationships and raise awareness for AKR program
- Coordinate productions and mailing of spring and year-end appeal letters
- Manage details associated with fundraising and development events
- Organize volunteer events in collaboration with Program team
- Prepare media materials for distribution. (i.e. copying, filing, mailing, e-mailing)
- Assemble media, presentations and donor kits for events and meetings
- Conduct preliminary research on prospective corporate, foundation and individual donors
- Maintain foundation, corporate and individual donor files (on Salesforce)
- Other Duties, as assigned

QUALIFICATIONS

The Development Intern will be committed to AR Kids Read's mission. Concrete, demonstrable experience and other qualifications include:

- Detail-oriented work style
- Self-starter with strong organizational and time-management skills
- Excellent communications skills (verbal and written)
- Work effectively both independently and as part of a team



- Demonstrated proficiency in Microsoft Word, Excel, PowerPoint
- Ability to participate in scheduled team check-ins and meetings virtually (e.g., Microsoft Teams, Zoom)
- Ability to work effectively in collaboration with diverse groups of people
- Interest in education
- Positive attitude
- Must have access to stable internet connection and be able to utilize personal phone, computer, and basic equipment (headphones, microphone, etc.)
- Must be able to lift 30lbs
- Must pass drug test and submit to background checks, including child maltreatment

BENEFITS

- Resume building experience in development, relationship management, and other aspects of nonprofit leadership
- Opportunity to learn about the work of nonprofits and their impact on communities
- Increase your network of contacts
- Stipend of \$8,650 divided into 3 semesters, \$1440 summer, \$3600 fall and spring semesters, paid upon completion of each term

INTERNSHIP DATES

Note: Dates are somewhat flexible, and will be finalized in consultation with selected candidate
May 12, 2024, through May 9, 2025

To apply please email a resumé and cover letter to Kathy French, Executive Director, at kfrench@arkidsread.org and reference “Development Intern” in the subject line.

About the Organization: Established in 2012, AR Kids Read (AKR) is a community-based literacy nonprofit that serves elementary-aged children who reading below grade level. Students are identified by their teachers or school literacy specialist for one-to-one in-person tutoring services. Using evidence-based science of reading curriculum, students practice reading and literacy strategies while working with a tutor who gives them personalized attention in their unique areas of need.

Located in Little Rock, the organization’s staff works at program sites and remotely to support over 600 students at 30+ schools and partner sites in four Arkansas counties. For more information, please visit www.arkidsread.org.