



1110 Amelia St
New Orleans, LA 70115
acceleraisecorp.com
info@acceleraisecorp.com

Development Intern

Overview: Acceleraise Corporation, a New Orleans-based fund development consulting firm, is creating a sustainable, well-resourced infrastructure that will support Black and Brown visionaries to achieve their goals.

Job Description: Acceleraise is seeking a part-time intern to support internal office operations and external client-focused tasks. This position will offer an opportunity to gain valuable, transferable experience in fund development, prospect research, project management, and client communications. Letters of reference can be provided on request upon successful completion of the internship.

Commitment: Acceleraise requests 20 hours per week in-person between the hours of 9:00 am and 5:00 pm, with flexibility on work days and times. Positions can start as early as July 2023 and will run through the beginning of December 2023, with the possibility for extensions.

Hourly wage: \$15/hr

Job Responsibilities:

70% Client Task Management

- Organizing and maintaining systems and processes for ~5-8 nonprofit client partners.
- Identifying, researching, and compiling leads for potential funding sources, including researching foundation databases, community leaders, local franchises, and corporate sponsors.
- Researching and presenting internally on current funding trends for Acceleraise's clients, with supporting evidence for next steps in pursuing funding.
- Drafting communications for external donor/partner correspondence.
- Drafting deliverables, including grant proposals, reports and presentations for client meetings.
- Preparing follow-up materials after client meetings.

30% Administrative and Communications Support

- Data entry as part of developing a CRM to inform client deliverables and outreach.
- Preparing reports and presentations for internal meetings.
- Scheduling internal staff meetings and events.
- Other internal responsibilities as assigned.

Job Requirements:

- Commitment to racial equity and Acceleraise's mission to develop, support, and sustain visionary Black and Brown-led non-profit organizations. Value alignment with Acceleraise is not negotiable.
- Minimum high school diploma, Bachelor's degree preferred
- Required to work in-person in our New Orleans office
- Well-developed organizational skills, and excellent time and priority management skills
- Strong communication (written and verbal) and research skills

To apply, please email your resume to [hiring@acceleraisecorp.com](mailto: hiring@acceleraisecorp.com).