



FUNDRAISING INTERN – with innovative Social Enterprise

Working at Spectrum Works offers a great opportunity to drive social change, increase the employability of youths with autism, and make a significant impact.

Spectrum Works' innovative workforce development model provides job training and employment to young adults with autism. Spectrum Works builds inclusive workforces at our partner companies by integrating young adults with autism into their workforces. The program prepares our students for entry level jobs that meet the needs of corporate partners and creates a path to success for individuals with autism.

Spectrum Works' first social enterprise is a nonprofit screen printing business created with its partner company Green Distribution. Green is one of the largest screen printing companies on the East Coast and produces screen printed apparel for brands such as Universal Music and Harley Davidson. Spectrum Works has also implemented its model at Rent the Runway by integrating student trainees at their Secaucus based distribution facility.

Spectrum Works is going through a period of exciting growth and change —we are hugely ambitious for our future, and we are looking for colleagues who share in our ambition!

JOB SUMMARY

We are currently looking for a motivated undergraduate or graduate student to join our Spectrum Works team as a *Fundraising Intern*. The ideal candidate will be flexible, highly responsible, and eager to learn. If you are looking for a rewarding career with young adults, possess excellent communication and time-management skills, and collaborate well with others, we want to hear from you. Join our team and help young adults with autism live up to their potential for stable, successful, economically self-sufficient lives. This is an exceptional opportunity for a hands-on leader to play a significant role in realizing Spectrum Works' mission and vision.

What sets Spectrum Works apart is that our offices are located within each of our partner company's facilities. The Fundraising Intern will collaborate on the creation and implementation of the Fundraising Plan and a pitch deck/prospectus for philanthropists.

RESPONSIBILITIES

- Assist with the creation of the development plan
- Research philanthropists, write presentation materials including prospectus
- Execute strategies focused on acquisition of brand partnerships for apparel
- Research and write grants
- Update grant information using Salesforce.com
- Write Letters of Intent (LOIs)
- Create fundraising event ideas
- Increase cloud-based donor acquisition and marketing via social media

KEY QUALIFICATIONS

The ideal candidate will have excellent communication skills and an understanding of development and fundraising. We are seeking an individual who embodies energy, commitment, and passion and is capable of generating funds for Spectrum Works.

- Bachelor's degree or currently attending a university
- 0-1 years of experience with Marketing or Fundraising
- Experience with event planning and management is a plus
- Passion for our mission
- Excellent interpersonal skills
- Self-motivated and able to work independently
- Excellent analytic skills, organization, planning, and implementation skills
- Highly motivated to achieve with effective problem solving skills
- Demonstrate initiative, resourcefulness, and follow-through
- High level of ethics, values, integrity, and trust

SKILLS

- Researching people with connection to Autism
- Writing and researching grants
- Microsoft WORD and Excel

LOCATION: Virtual or at Spectrum Works office

SALARY: This internship is unpaid – a travel stipend is available. Spectrum Works Staff can help you navigate your University's process for how to earn course/internship credit if attending university.

CONTACT: Applicants should submit a cover letter and resume to info@spectrumworks.org . Please write **Fundraising Intern** in the subject line. Applicants without a cover letter will not be considered.