

## **Unpaid Development & Operations Assistant & Internship**

*Location: Preferably Bay Area, CA; can work remotely*

*\*Does not need to identify as Blasian to apply*

### **Who We're Looking For:**

We are looking for creative, motivated, passionate team players who align with the values of the organization and possess the mental & emotional resilience to pursue racial and cultural unity through diversity. This position is a 6 months commitment minimum.

### **The Opportunity**

Blasian Narratives is looking for Development & Operations Interns/Assistants preferably in the Bay Area, CA to provide support to the Development & Operations Manager. As a DevOp Intern/Assistant, you will have the opportunity to gain experience in financial & program development and operations of a multimedia organization to ensure the excellence of programming, finance, communications, and systems and advance the mission and vision of Blasian Narratives. Assistants and Interns will be expected to work 5 hours a week, excluding any mandatory meetings with the executive board or general members.

### **Responsibilities of the Development & Operations Interns (including but not limited to):**

Financial Development & Organization:

- Conducts prospecting and general development research
- Develops and executes the writing of grant applications
- Processes gifts for operating, program, capital gifts and grants
- Enters data for donor and prospect records and produces of lists and reports
- Provides support as needed for fundraising activities, including potential annual campaigns and special events
- Maintains appropriate records of batches, paper files, and other records related to contributions.

Opportunity Expansion & Pursuit:

- Develops and executes the writing of film festival applications
- Stewards relationships with current and potential investors, grant organizations, and film festivals through external meetings, events, and correspondence
- Manages automated acknowledgments for various campaigns and drafts/edits personalized acknowledgements

Executive Team Operations:

- Remains current in required and voluntary training in order to promote growth of mind, spirit, and character values for all
- Coordinates team communication
- Organizes team shared drives, including but not limited to google drive & dropbox

### **Experience & Skills**

- Two or more years of fundraising and grant-writing experience preferred

- Ability to communicate directly and frequently with potential funders and opportunity networks in order to build reciprocal relationships
- Exceptional communication skills both written and verbal
- Excellent time management skills
- Strong computer skills, particularly in word, excel, and development database programs
- Advanced organizational skills with ability to prioritize and manage multiple tasks and responsibilities
- Ability to handle confidential and sensitive information

### **Attributes**

- Flexible and open to feedback
- Team player
- Self-driven and proactive
- Detail oriented
- Strong commitment to quality work and high productivity
- Strong customer service orientation
- High work ethic

### **How to Apply**

Send a cover letter, resume, and a short writing sample (~150 words) to Janei Maynard, Development & Operations Manager, at [blasianproject@gmail.com](mailto:blasianproject@gmail.com). Please include Development & Operations Internship in the subject line of your email.