



**Date:** Jan. 15, 2019

## **SUMMARY**

A Safe Haven is a nonprofit organization focused on ending homelessness. We have been in service for 25 years and our work touches on housing, behavioral health care, addiction treatment, education, and job training for thousands of residents a year. Our main location at 2750 W. Roosevelt Rd. in Chicago houses 400 people at any given time, and is where our administrative offices are held.

This internship is primarily responsible for working directly with the administrative department to research and cultivate supporters, managing the organization's donor databases, tracking and evaluating fundraising efforts, and organizing events by performing the following duties. The internship will be approximately 12-20 hours a week at our headquarters location: 2750 W. Roosevelt Rd., Chicago IL. Interns may apply for either the Spring or Summer terms and will be paid \$12 an hour through June 30, 2019, and \$13 an hour starting July 1, 2019.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Works on special projects, such as 5K RUN! To End Homelessness: including the event procedure like the registration process, gift bags, volunteer coordinating, and event day activities. Manages and updates of other special projects such as media printouts, medial social networking, marketing materials, phone bank, telemarketing duties, food party, annual report writing, and resident interviewing for success stories, and building the video library. Conducts prospect research on individual, foundation, and corporate donors. Maintains donor and grant databases and files, including calendaring deadlines, logging donations, generating and sending donor acknowledgements, logging donor appreciation efforts. Supports creation and dissemination of A Safe Haven's annual appeal. Assists staff with grant application writing and tracking. Assists staff with researching state and federal regulations regarding donor solicitation (e.g., registration with offices in other states) and general development efforts (e.g., raffles, auctions). Supports staff with logistics associated with special events, including assisting with creation of invitation list, all logistics, soliciting sponsors, communicating with venue and vendors. Tracks and evaluates all development efforts. Works with the Board of Directors Development Committee to implement development strategies.

## **COMPETENCIES**

To perform the job successfully, an individual should demonstrate the following competencies:

- ♣ Analytical - Synthesizes complex or diverse information; collects and researches data; uses intuition and experience to complement data; designs work flows and procedures.
- ♣ Design - Generates creative solutions; translates concepts and information into images; uses feedback to modify designs; applies design principles; demonstrates attention to detail.

- ♣ Problem Solving - Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in group problem solving situations; uses reason even when dealing with emotional topics.
- ♣ Planning/Organizing - Prioritizes and plans work activities; uses time efficiently; plans for additional resources; sets goals and objectives; organizes or schedules other people and their tasks; develops realistic action plans.
- ♣ Initiative - Volunteers readily; undertakes self-development activities; seeks increased responsibilities; takes independent actions and calculated risks; looks for and takes advantage of opportunities; asks for and offers help when needed.

**EDUCATION AND/OR EXPERIENCE**

Open to students currently enrolled in an associate's, bachelor's, or master's degree program.

**TO APPLY**

Visit [www.asafehaven.org/internsfellowships/](http://www.asafehaven.org/internsfellowships/) or email slieber@asafehaven.org.