# Development Intern

Life Span seeks a development intern to assist our Grants Manager. Life Span is a national leader in the provision of services to victims of violence staffed by graduate degree holding professionals who provide free services to over 4,000 clients annually. Our comprehensive services include legal advocacy and representation, counseling for survivors, children and teens, a 24-hour crisis line, and special projects whose innovation is nationally known. Our work encompasses such issues as police domestic violence, immigration for victims of domestic violence, employment issues, sexual assault protective orders, mental health, teen dating violence, and battered women as defendants. Our agency has sites in Des Plaines, the Loop, and in several courthouses. Our multilingual staff provides services in English, Spanish, Polish, Hindi and Arabic. Life Span provides national leadership in policy work, legislation, and trains lawyers and other professionals in Illinois and across the country.

**General Job Description:** Assist the Grants Manager with research projects and writing small grants.

**Job Duties:**

* Research potential funders
* Maintain Funder database
* Write small grants
* General office duties as assigned

**Qualifications**: We will train someone motivated with a strong background in writing/English/journalism, to learn nonprofit development and grant writing, but the following is desired: a general understanding of the role the development department plays at a non-profit agency;knowledge of database systems and how they work; typing and spelling accuracy; commitment to working in the not-for-profit/public interest sector.

Please send resume and cover letter to Amy Fox, Deputy Executive Director, Life Span Center for Legal Services and Advocacy, via email at afox@life-span.org; or regular mail to 701 Lee Street, Suite 700, Des Plaines, IL 60016.

 **No Telephone Calls**.