

San Diego Grantmakers is a membership association of approximately 90 grantmakers in the San Diego region. Our mission is to connect, educate, develop and inspire a diverse group of foundations and corporate giving programs to stimulate effective philanthropy in the San Diego region. Our role is to be a leader in the support of organized philanthropy and the development of San Diego's nonprofit sector. We have a small staff. Everyone must work independently and efficiently as well as be an enthusiastic contributor to the SDG team dedicated to providing the highest quality member services.

2008 Internship Job Responsibilities

- 2008 Annual Conference:
 - Provide support to this key SDG initiative

- Member Services:
 - Assist with member inquiries
 - Maintain SDG information packets
 - Data entry (database/listservs)
 - Production of member mailings

- SDG Programming
 - Support pre and post event activities:
 - Pre event: create nametags/table tents, production (xerox and collate) of program materials including agenda, bios, and handouts), prepare signage, etc.
 - Post event: create program evaluation on survey monkey and download results in a timely fashion; prepare thank you letters, file program materials, etc.
 - Update and maintain program reporting forms

- Office Administration
 - Maintain office and library filing

- Special projects

Required Skills and Attributes

1. Proficiency in: MS Word, PowerPoint, Excel, Access, and Adobe. Dreamweaver is a plus.
2. Excels at planning, organizing, and prioritizing
3. Demonstrates solid written and verbal communication skills
4. Exhibits energy and enthusiasm and an interest in working in the nonprofit sector
5. Enjoys working in a small team-setting – wearing many hats and being willing to help out as needed
6. A quick study; independent worker; sense of humor; flexible

Hours: 10/week; somewhat flexible

Compensation: This is an unpaid internship, but credit may be available through your college/university.

To apply, please submit resume to: Phyllis@sdgrantmakers.org. No phone inquires, please.