



Alliance Française

Chicago

Development Internship

Come help promote French language and culture in the heart of Chicago!

About the Alliance Française de Chicago:

The Alliance Française de Chicago a 501[c] [3] non-profit organization. Located in downtown Chicago, Illinois, our mission is to be Chicago's center of French language and French speaking cultures – to promote exchange, understanding, and friendship between Americans and French speaking people – including those from Europe, Canada, Africa, the Caribbean and the Middle East – a world of 220 million French speakers. Through study of another language and its associated cultures, we help to develop a global view of the world. Among the largest and most influential Alliances Françaises in the US – we offer a full menu of cultural programs, classes, and an outstanding library.

Description:

As the Development intern, your efforts will be integral to the success of the Development department with its fundraising efforts and grant applications at our dynamic non-profit. Will report directly to the Executive Director, and will work closely with the Executive Assistant and Outreach Program Manager. You will join a team of professionals who are passionate about their mission to help people learn, explore, and connect with others – especially those who have an interest in France and Francophone cultures and communities. This is a great choice for a socially-engaged and energetic candidate; a proactive and detail-oriented person – one who is also comfortable with big-picture thinking – will enjoy the networking and other opportunities of this position, while learning about the operations of running a non-profit organization.

Core functions and responsibilities:

- Handle daily and weekly administrative tasks related to the Development team, Outreach Program, Executive Director, Board of Directors and Woman's Board, including but not limited to; preparing grant materials, sending thank you and tax acknowledgement letters, and assisting with meeting preparations.



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- Work with administrative interface for website transactions (monitoring incoming donations daily on Raiser's Edge software, a standard in non-profit domain). Write corresponding thank you and tax letters for each donation.
- Assistant with grant applications and follow-up reports.
- Work to create a portfolio of possible grant opportunities, national and international, that apply to our organization.
- Assist with regular fundraising appeals and other unique fundraising campaigns.
- Assist with other development efforts as needed.
- 95% of written/oral communications are in English.
- Bring a positive and upbeat attitude and energy to the team.

Qualifications & Experience:

- Bachelor's degree in Development, Political Science, Management, Cultural Studies, International Studies, Public Administration, Public Relations or similar field. Or working toward a degree.
- Strong organizational and interpersonal skills to represent the Alliance to the public.
- Strong written and verbal communication skills.
- Attention to detail.
- Good computer skills in MS Office products, especially Excel, Google Workspace and Zoom video conferencing. Knowledge of Raiser's Edge is a plus.
- A good understanding of the French language and culture would be a plus but is not mandatory.

Compensation and Benefits:

- A monthly stipend of \$700 is available.
- Ability to take French classes free of charge.
- Internship Duration: 6 months, preferably more. This internship will start as soon as possible.
- Days per week: Full time (40 hours per week), mostly weekdays with occasional evenings or Saturdays.

To Apply: Please send a resume/CV and a cover letter that includes your availability to: kcarey@af-chicago.org. Please include the name of the position in the subject line