



## DEVELOPMENT & FUNDRAISING INTERNSHIP

### CATEGORY

Development and Fundraising

### JOB TYPE

Part time/hourly; 9 hours/week starting in February 2022. Full time during Festival weekend, May 7-8, 2022.

### LOCATION

Internship is primarily remote. However, interns are invited (but not required) to attend in-person staff meetings should they resume during the semester; meeting dates and times TBD. All interns must attend the Festival which takes place in downtown Berkeley May 7 & 8, 2022, from 11:00 am to 6:00 p.m.

### ABOUT THE FESTIVAL

The two-day annual Bay Area Book Festival (BABF) is a cultural experience unlike any other in the region. It brings hundreds of leading authors and 25,000 residents to Berkeley, CA over one jam-packed weekend of keynotes, interviews, panels, performances, and an exciting outdoor fair.

We are dedicated to fostering cross-cultural appreciation and international understanding through literature, and seek to continually expand the breadth of festival programming to reflect, engage, and appeal to audiences that have been historically underserved or do not often feel welcome in traditional literary spaces.

### ABOUT THE INTERNSHIP

Raising funds is one of the most sought-after skills for business today, whether for-profit or nonprofit, and it is a skill learned primarily by doing. The festival's Development Intern will be mentored by two highly experienced fundraisers, providing valuable on-the-job experience. The internship will take you behind the scenes of generating revenue to sustain a world-class event. You will learn about a variety of revenue strategies, from conducting foundation or donor research, supporting online donor engagement, writing pitches and grant proposals, and helping "steward" donors through outreach and events. You will finish the internship with highly marketing skills as well as excellent work samples and a unique experience for your resume.

### DUTIES

- Working under the Festival Writer and Development Manager, assist in researching and writing a variety of grant proposals, sponsorship pitches, and fundraising pitches for general support as well as various festival programs, including specialized projects in children's literacy, environment, diversity, and social issues such as incarceration, immigration, and more. Learn the many nuances of structuring an effective proposal for different audiences.
- Help develop fundraising-related materials (e.g. brochures) and online outreach.
- Take part in managing the festival's Women Lit and Friends programs, brainstorming outreach and supporting fulfillment.
- Working with the festival's Executive Director and the Festival's Programming and Productions teams, support the festival's many donor events, including receptions with well-known authors, author/donor salons, and large events in private homes; tasks may involve donor research, event planning, on-site

hospitality, mailing, and more.

## QUALIFICATIONS

- Exceptionally strong writing skills and a sharp proofreading eye
- Strategic thinking abilities to target research, writing, and personal interactions effectively toward the intended audience
- Interest in contemporary literature
- Desire to learn development/fundraising skills, whether grantwriting, online outreach, sponsorships, or major donor development (for development internship)
- Ideally, experience in writing articles or promotional pieces (but not critical)
- Ideally, design skills in presenting written information in attractive ways and in systems such as Mailchimp
- Ideally, experience in development or development systems such as Salesforce
- Interest in occasionally (schedule permitting) attending the festival's evening or weekend fundraising-related literary events

BABF is committed to building a diverse team and strongly encourages applications from people of color, Queer identified, disabled, and gender nonconforming individuals.

To apply, please visit [baybookfest.org/festival-internship](https://baybookfest.org/festival-internship) and fill out the Google Form entitled “**2022 BABF Internship Application**” by **midnight on Wednesday, November 17**. Should you have any questions or concerns, please email [samee@baybookfest.org](mailto:samee@baybookfest.org).

## INTERNSHIP CREDIT

To apply, you must be a UC Berkeley student eligible to receive course credit for this internship (3 units); 124 hours over 3 months approx. (45 hours per unit). We're excited to announce that **students in all majors may receive course credit for this internship** through Theater 197 enrollment. The Faculty Advisor for spring 2022 is Professor Lisa Wymore.

Should you receive an offer, we will provide further details on how to enroll, course requirements, and course units. If you have any questions or concerns, please email [samee@baybookfest.org](mailto:samee@baybookfest.org).

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