



**Title:** Development Intern (10-12 hrs./week; eligible for **SPIN Grant\***)

**Reports To:** Associate Director

**Job Summary:** Join the 2021 IMLS-award winning Highwood Public Library and Community Center, a small but mighty library serving a diverse community. The Development Intern will work with the Associate Director to increase the organization's ability to attract and retain individual donors, foundations and other funders. This position will gain valuable experience in developing donor materials, assisting with donor stewardship and supporting grant research and proposal writing. This is an excellent opportunity for a highly organized and motivated individual to develop skills in nonprofit development work and program development.

The successful candidate will demonstrate a commitment to our mission to serve as an innovative anchor that enriches, empowers, educates, and embraces the community it serves. This position is integral to our work of sustaining the educational and literacy-based programming offered by our organization.

**About the Highwood Public Library:** Founded in 1976, the Highwood Public Library is an innovative and collaborative anchor of the community, providing educational support, information needs, engaging services, and inspirational collections. The Library provides free multicultural and bilingual programs, services, and resources for Highwood and Illinois residents of all ages and ethnicities, including story time, book discussions, summer reading programs for all ages, as well as literacy-focused bilingual programming.

**Duties and Responsibilities:**

- Assist with thanking donors who support the work of the library.
- Research potential grant opportunities.
- Draft grant proposals and reporting documents.
- File and organize current and previous grant and donor information
- Inform donors about the work taking place through the creation of engaging donor update materials.
- Work with program staff to collect program information and report outcomes.

**Requirements:**

- Strong written and oral communication skills
- Strong Internet skills
- Proficiency in Microsoft Office Suite, Google Docs
- Ability to work independently and take initiative on projects
- Experience in marketing and communications or development is a plus.

**Qualifications:** The ideal candidate will have strong communication, organizational, and research skills and a proven ability to be persistent and resourceful.

To apply, please send a brief cover letter and your resume to [Lramirez@highwoodlibrary.org](mailto:Lramirez@highwoodlibrary.org).

\*Schuler Scholars can apply for Schuler **SPIN Grant** funding for unpaid internship and research opportunities for up to \$3500. The application is now open for spring 2022: [Apply here!](#)