



Development/Marketing Intern

Join the GDS Team, have a transformative learning experience, and help empower youth, families and our community to Reach their Potential!

"This experience has taught me so much and helped guide my career in nonprofit management and development; this internship gave me the crucial hands on experience. I am grateful for the support and training I received from Dr. Gary and Theonyl." GDS Intern

Growth and Development Services, Inc. (GDS), is a nonprofit organization founded in 1996 by Dr. Gary Altheim. GDS was created to advocate and provide essential services to youth challenged by emotional, behavioral, educational and social issues. GDS' Community Advocacy Program ensures the utilization, continuation, and creation of community programs in Washington Heights/Inwood and Upper Manhattan. GDS is currently enhancing its successful programs at their "Home in the Heights" as well as bring it to other community-based organizations and schools. GDS will continue to train youth in self-advocacy and peer leadership.

Position Summary

GDS is seeking a passionate and professional intern to join our team. The intern will work with Development staff and volunteers on a variety of Fundraising, Marketing and Administrative tasks.

DUTIES AND RESPONSIBILITIES:

- Help coordinate fundraising, events, and mailings to current, past and new donors
- Assist in maintaining and updating current, past, and new donor databases
- Research and identify potential donors, foundations, and government grants
- Assist in writing individual, corporate, government, and foundation letters of inquiry and proposals
- Research and help recruit prospective advisory and board members
- Assist in developing strategic partnerships with local schools and community-based organizations
- Design marketing and fundraising materials.
- Assist in expanding GDS's on-line presence on social media
- Help provide administrative office support.

Qualifications

Current undergraduate or graduate student pursuing the field of development, public administration, and/or nonprofit management.

Skills:

- Self-directed team player with the ability to handle multiple concurrent tasks
- Excellent organizational, writing, and communication skills
- Proficient in MS office
- Strong interest in youth, community, and social justice

How to apply

Please email your resume and cover letter to Dr. Gary Altheim, Executive Director, at drgaryaltheim@excelgds.org. Please visit our website www.excelgds.org and watch GDS' video on our home page *before* applying. Include in your cover letter why you are interested in interning at GDS.

Reach Your Potential!



Growth & Development Services, Inc.

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Tel: 212-740-7040

Please also include hours, days and time frame you are available. Specify "Development/Marketing Intern" and your name in the subject line of your email.