



## League of United Latin American Citizens Resource Development Intern

### **Description:**

Founded in 1929, the League of United Latin American Citizens is the oldest and largest member based organization in the United States. Our mission is to advance the economic condition, educational attainment, political influence, housing, health and civil rights of the Latino Population in the United States and Puerto Rico. LULAC empowers Latino families through advocacy and direct service programs in 35 states, the District of Columbia and Puerto Rico. Annually, LULAC engages its network of 135,000 community volunteers organized into over 900 councils, 55 community technology centers and 15 LULAC National Educational Service Centers (LNESEC) in community programs in civic engagement, civil rights, economic empowerment, education, health, housing, immigration, public policy and technology. LULAC seeks a highly talented and dedicated intern for our national office in Washington, D.C. to provide project related support for the Resource Development team. The intern will have the opportunity to gain hands on experience in resource development, become familiar with the fundraising process for LULAC's community programs, attend development seminars, and networks with our corporate, foundation, and government partners. This is an unpaid position.

### **Resource Development Intern responsibilities include, but are not limited to:**

- Researching organizations and funding sources and acquiring data from secondary sources to support new programs and partnerships; scheduling meeting with funders;
- Assist in the writing and production of proposals; assisting in putting together publications and presentations for marketing purposes;
- Helping organize fundraising activities, such as corporate functions;
- Support strategies for individual fundraising, including production of mailing letters;
- Translation, data entry and other administrative duties as assigned;
- Tracking grant deliverables and contributing to grant reports.

### **Qualifications:**

Qualified candidates must be able to work between 20 and 40 hours per week; should possess excellent academic records, strong written, oral and inter-personal skills; pay exceptional attention to detail; have a thorough knowledge of the Latino community and a deep sense of commitment to advancing the rights of Hispanic Americans. The candidate must also show initiative and the ability to work independently with minimum supervision. Bilingual English and Spanish skills are highly desirable. Proposal writing and fundraising experience a plus. Previous experience working with grassroots community volunteers desirable.

Please e-mail your resume, cover letter, and a writing sample to Elena Segura at: [ESegura@lulac.org](mailto:ESegura@lulac.org). Please write "Resource Development Internship" in your email subject.

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*LULAC is committed to diversity among its staff, and recognizes that its continued success requires the highest commitment to obtaining and retaining a diverse staff that provides the best quality services to supporters and constituents. LULAC is an equal opportunity employer and it is our policy to recruit, hire, train, promote, and administer any and all personnel actions without regard to sex, race, age, color, creed, national origin, religion, economic status, sexual orientation, veteran status, gender identity or expression, ethnic identity or physical disability, or any other legally protected basis. LULAC will not tolerate any unlawful discrimination and any such conduct is strictly prohibited.*