



Nonprofit Fundraising Internship – Fall 2012

iCivics, Inc. develops innovative video games, lesson plans, and other educational resources to prepare middle and high school students for active, responsible citizenship. Founded by retired Supreme Court Justice Sandra Day O'Connor to reverse the decline in civic education and participation of American youth, iCivics has become a leader in civic and digital learning.

iCivics seeks a motivated, talented, and detail-oriented intern to assist in writing grants, seeking corporate support, and other revenue-related tasks. Successful interns will have the opportunity to build key non-profit skills and play an important role in the organization. This is a 10-15 hour per week, unpaid internship that runs from September to mid-December.

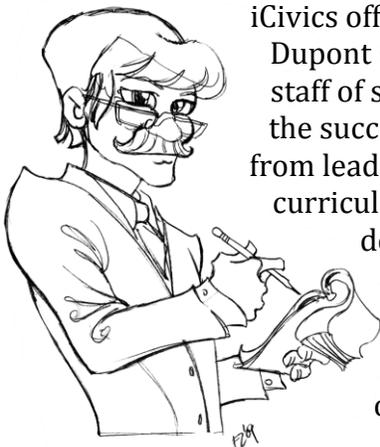
Responsibilities

The Fundraising Intern will play a critical role in advancing our mission by:

- Developing lists of potential funding sources
- Drafting letters of inquiry or otherwise initiating the fundraising process
- Following up on inquiries
- Helping the entire team conceive and shape projects that advance our mission and which are worthy of funding.

Qualifications

- Excellent writing and general communication skills
- Excellent research skills
- Ability to manage large amounts of data and several concurrent projects
- Entrepreneurial spirit: ability to work and solve problems independently
- Passion for enabling youth to participate in democracy and civil society.



iCivics offers a team-focused, collegial work environment located in the Dupont Circle neighborhood of Washington, DC. With a small full-time staff of six, interns receive ongoing support and contribute directly to the success of our organization. Interns will work alongside and learn from leaders in the fields of educational technology, video games, and curriculum development. Past interns have had the opportunity to design new games or meet Justice O'Connor at the Supreme Court.

Submit cover letter, resume, and two writing samples (preferably including one related to fundraising, marketing, or sales) to jobs@iCivics.org.