



Chinese Mutual Aid Association

1016 W Argyle Street Chicago, IL 60640
Tel: (773) 784-2900 | Fax: (773) 784-2984
www.chinesemutualaid.org

Business Development Intern

Title: Business Development Intern (unpaid position for either students or individuals seeking a career change or more experience)

Location: Chinese Mutual Aid Association's office in Chicago's Uptown neighborhood, which is located on Argyle Street between Broadway & Sheridan with the Red line Argyle stop near by

Reports to: Business Development Manager

Chinese Mutual Aid Association (CMAA) is a pan-Asian social service non-profit agency located in Chicago's Uptown community on the north side of the city. CMAA's mission is to serve the needs, promote the interests, and enhance the well-being of immigrants and refugees in Chicagoland and to foster their participation in American society. Visit www.chinesemutualaid.org for additional information about CMAA and its services.

POSITION SUMMARY: The business development intern will play a key role in helping CMAA identify individual/private/public funding sources to help CMAA increase agency funding, researching opportunities, creating possible businesses as a "social non-profit entrepreneur" & having the opportunity to be part of the grant writing process; grant writing is optional. The team member will also help with the creation and execution of fundraising events and educational seminars, creation of marketing materials and forming potential strategic partnerships.

Full and part-time internship opportunities are available, and school credit can be given. CMAA works around the schedules of interns, and individuals may work remotely half of the time if desired. Although CMAA is only able to offer unpaid internships at this time, CMAA offers opportunities to attend professional development and community seminars and events.

RESPONSIBILITIES:

- Develop and expand a diversified funding stream for CMAA to increase agency funding
 - Research private & public funding opportunities such as individual donors, foundations, small business & corporation sponsorships and create documents necessary to pursue and track these opportunities
 - Think like a "social non-profit entrepreneur" and investigate potential business opportunities CMAA could pursue
 - Develop and update fundraising plan
 - Work with program director, business development manager and CMAA's board of directors' fundraising committee
 - Identify resources for fundraising
 - Plan with staff ongoing fundraising activities (1-3 per quarter) such as the annual dinner & silent auction and Red Party, which target different demographics such as young professionals
 - Work with staff to develop/fine-tune outreach messaging, strategy, and materials such as e-newsletter, brochures, social media posts to potential funders
 - Assist in preparation and delivery of funding proposals and materials
 - Follow up as needed with fundraising actions
 - Assist with fundraising event planning and execution



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- Support the agency through
 - Develop/improve presentations, communication tools and methods of conducting outreach to potential funders and donors
 - Utilize CMAA's CRM software (Apricot) to track and maintain up-to-date records of former, existing and funders and donors
 - Other development-related duties as assigned
- Participate in collaborative planning and develop shared resources to create more efficient, cost-effective service delivery
 - Meet with staff to review and understand current organizational resource needs
 - Present fundraising best practices and success stories of other non-profits
 - Research, propose, and design a system to combine fundraising materials and resources in a shared binder and/or online shared drive
 - Solicit input and organize materials from colleagues for the shared resource
 - Track fundraising actions and result

QUALIFICATIONS

- Currently an enrolled student or individual interested in a career change
- Interest in business development, community outreach, grant writing, management consulting, non-profit management, philanthropy, public policy, sales and/or working with multicultural populations

KNOWLEDGE, SKILLS AND ABILITIES

- Self-starter who is highly motivated, organized and detail-oriented
- Can work by himself/herself and work with a team as well
- Ability to exercise good judgment and handle sensitive matters as needed
- Ability to handle confidential information with great care
- Ability to plan, organize and prioritize projects
- Ability to respond to inquiries and complaints in a timely manner
- Honest and dependable professional who can represent CMAA outside the office
- Familiarity with programs such as Microsoft Office and willingness to learn & utilize new programs and database tools
- Bilingual in English, Cantonese, Mandarin, Tagalog or Vietnamese is an advantage but not necessary
- Must have patience and be flexible with projects
- Possess strong cultural sensitivity and superior cross-cultural communication skills as CMAA helps people from all ethnic backgrounds

Interested candidates for the position of business development intern should submit his/her resume, two references and their references' contact information to Michelle Lura White, Business Development Manager at michellew@chinesemutualaid.org.

Chinese Mutual Aid Association (CMAA) is an Equal Opportunity Employer.