



Café Cultura Development Internship

Reports to: Ara Cruz (Executive Director)
Hours: Flexible (10-15 per week preferred)
Length: Flexible (at least 3 months preferred)

Organizational Overview

Café Cultura is an award-winning arts, culture, and youth development organization in Denver that promotes unity and healing among Indigenous peoples through creative expression while empowering youth to find their voice, reclaim oral and written traditions, and become leaders in their communities. For more info please visit www.cafecultura.org

Position Description

Café Cultura is seeking an unpaid Development Intern to provide assistance in coordinating activities that will lead to the growth and development of our organization. This includes assisting the Director in the following areas:

Organizational Development:

- monitoring and initiating progress of organization's strategic plan

Fundraising:

- researching, writing, and submitting grants
- planning and implementing fundraising events
- writing appeals and arranging donations
- generating thank you letters and maintaining donor database

Governance:

- board engagement and development

Qualifications:

- Excellent writing skills
- Proficient in Microsoft Office programs
- Able to manage multiple tasks and prioritize
- Self-starter with initiative
- Passion for our mission

Café Cultura will offer the following:

- Orientation, training, supervision, and evaluation
- Mentoring
- Experience in building a nonprofit organization
- Access to all facets of fundraising and development
- Possible opportunities for future employment

To apply, please send cover letter and resume to ara@cafecultura.org