



Senior Village



3757 S. Wabash Ave.  
Chicago, Illinois 60653  
(773) 924-9270 (Office)  
(773) 924-9271 (Fax)  
www.trcwabash.org

**Our Mission:** We aim to promote self-sufficiency through an innovative and comprehensive network of supportive housing, employment, and educational services.

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**Resource Development Intern Job Description (unpaid)**

The Renaissance Collaborative is a small community development nonprofit that specializes in housing the chronically homeless & seniors and workforce development programs. Our mission heavily focuses on helping the population we serve achieve self-sufficiency. The Renaissance Collaborative is funded through multiple sources including government funding and rent income through our apartments. We also do multiple fundraising events throughout the year to bring in income.

To achieve this, TRC is seeking a Resource Development Intern. The intern will work directly with the Communications and Resource Development Manager to research and cultivate supporters, manage the organization’s donor database, track and evaluate fundraising efforts, and organize events. This is an excellent opportunity for a highly organized and motivated individual to develop skills in nonprofit development work and ultimately learn about housing and workforce development.

**Responsibilities include:**

- Conducting prospect research on individual, foundation, and corporate donors
- Maintaining donor and grant databases and files, including calendaring deadlines, logging donations, generating and sending donor acknowledgements, logging donor appreciation efforts
- Supporting creation and dissemination of appeal letters and emails
- Assisting staff with grant application writing and tracking
- Supporting staff with logistics associated with special events, including assisting with creation of invitation list, all logistics, soliciting sponsors, communicating with venue and vendors
- Tracking and evaluating all development efforts

**An ideal candidate:**

- Be an undergraduate or graduate student in good academic standing, preferably studying Fundraising, Nonprofit Management, or related field.
- Be responsible, flexible, hard-working, ethical, and committed to the mission of TRC
- Possess a high level of organizational skills and be detail oriented
- Possess solid oral and written communication skills
- Be skilled at a variety of computer skills, e.g., Microsoft Word, Word Perfect Excel, PowerPoint and



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Bronzeville Green  
Organic Landscaping

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**Time commitment:** Minimum of 20 hours per week, 16-week commitment. Expected start date of January 11, 2021.

**Location:** Intern is expected to be on site at 3757 S Wabash Ave unless changes in the city/state pandemic mitigations do not allow it. ALSO, please bring a laptop if you have one. We have some extras if necessary, however they are very old and slow.

**To apply:** E-mail cover letter and resume to the Volunteer Manager, Isaiah Moore, at [imoore@trcwabash.org](mailto:imoore@trcwabash.org) with subject line of "Application for Development Intern"