



**Title:** Development and Fundraising Intern, Fund for Education Abroad  
**Job location:** Remote  
**Start date:** January 16, 2023 (flexible)  
**Stipend:** \$1,500  
**Hours:** Approx. 20 hours/week; January 16 – May 5  
**Contact:** Lyndsi Jones, [ljones@fundforeducationabroad.org](mailto:ljones@fundforeducationabroad.org)

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The mission of the **Fund for Education Abroad (FEA)** is to provide scholarships and ongoing support to students with financial need who are underrepresented among the U.S. study abroad population. FEA makes life-changing, international experiences accessible to all by supporting students of color, community college, and first-generation college students before, during, and after they participate in education abroad programs. FEA is an independent 501(c)(3) non-profit organization that is not affiliated with any one program provider or higher education institution.

### **Description of the Internship**

The **Development and Fundraising Intern** will support FEA's Executive Director by maintaining the organization's donor records, processing donations and preparing acknowledgment letters and other correspondence, creating fundraising reports, conducting research on prospective donors, supporting staff during Board of Trustees meetings, and other duties as assigned.

Major benefits for the intern include gaining important knowledge of nonprofit administration, access to training in marketing, communications, and fundraising, and a network of committed professionals across international education, philanthropy, and other fields. Because FEA is a small non-profit with three full-time staff members, interns get hands-on experience in a variety of areas and will have the opportunity for meaningful involvement in shaping the direction of the organization.

FEA believes strongly in the principle of providing interns with clear expectations, useful evaluation, and flexibility to explore their professional interests. FEA expects this position to provide the intern with relevant skills and training as well as important feedback.

### **Key Responsibilities**

#### *Development Administration and Operations*

- Maintains the accuracy and integrity of databases by ensuring that all information is kept current and up to date.
  - Process donations and prepare acknowledgement letters and donor-related correspondence.
  - Create monthly fundraising reports and dashboards.
  - Conduct preliminary research on prospective corporate, foundation and individual donors.
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### *Special and Fundraising Events*

- Draft event-related correspondence (e.g., sponsorship solicitations, thank you letters, blog updates, invitations, honoree requests, etc.)
- Maintain master prospective sponsor, participant invitation lists, and other duties as assigned for fundraising events.

### *Stewardship and Donor Relations*

- Support administration of Winter and Spring Board of Trustees meetings by preparing reports and attending committee meetings
- Assist in preparing donor correspondence including letters, reports and relevant updates.

### **Required Skills:**

- Strong organizational and research skills
- Excellent oral and written communication
- Professionalism when dealing with clients and colleagues
- Attention to detail
- Facility with Microsoft office
- Passion for education and equity
- Ability to work with minimal supervision

### **Bonus Skills:**

- Knowledge of other countries or languages
- Cross-cultural communication
- Interest in nonprofit management, fundraising, and customer service
- Ability to work on several projects at one time, to work under pressure, and to meet deadlines
- Commitment to increasing access for underrepresented students
- Adaptability and flexibility--and a sense of humor!

### **To Apply:**

Please send your resume, one reference, and a cover letter to [ljones@fundforeducationabroad.org](mailto:ljones@fundforeducationabroad.org) (please include "FEA Development and Fundraising Internship" in the Subject Line).

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