

Title: Administration & Development Intern, Fund for Education Abroad
Job location: Remote (Must be available during standard working hours in Eastern time zone)
Start date: January 27, 2025 (flexible)
Stipend: \$1,600
Hours: Approx. 10-15/week; January 27 – May 22
Contact: Joelle Leinbach, jleinbach@fundforeducationabroad.org

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 **Administration & Development Intern** will support FEA's Program Manager and Executive Director by processing donations and preparing donor correspondence, creating fundraising reports, supporting staff during Board of Trustees meetings, supporting general communications, 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. This is a great opportunity for a qualified candidate interested in learning more about nonprofit management, donor stewardship, and fundraising and development.

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

Administration and Operations

- Answering general inquiry emails regarding FEA's scholarship application
 - Approving and tracking scholars' blog posts on the FEA website
 - Assisting in the production and planning of FEA's annual events
 - Maintains the accuracy and integrity of databases by ensuring that all information is kept current and up to date.
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- Maintain master prospective sponsor, participant invitation lists, and other duties as assigned for fundraising events.

Development & Donor Relations

- Process donations and prepare acknowledgement letters and donor-related reports and correspondence.
- Conduct preliminary research on prospective corporate, foundation and individual donors.
- Support administration of Board of Trustees meetings by preparing reports and attending committee meetings

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
- Previous experience with databases/CRMs
- 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 complete the [online application form](#) before **Friday, January 3, at 11:59 PM Eastern Time.**
