Development Intern, Fall 2020 (paid, remote)
Editorial Projects in Education
Remote/Telecommute

Education Week, the leading source of independent, hard-hitting news and information on the education world, is seeking a Development Intern.

Job Summary
The Development department is a crucial division within Education Week. The revenue driven by this department’s operation has been key to the organization’s historical excellence in nonprofit journalism. Education Week works constantly to grow and innovate by increasing editorial capacity, advancing digital storytelling, and serving its audience across media platforms. All that work has been supported, in part, by philanthropic dollars.

As Education Week continues to build on its success, the Development department is hiring a Development Intern to our growing and collaborative team.

The individual that will excel in this position will be highly motivated, interested in expanding his/her skill sets relating to fundraising, nonprofit management, communications, and marketing, and excited by the opportunity to help support the mission of an industry-leading nonprofit media company. The Development Intern will contribute to new lines of development work to strengthen and expand our fundraising efforts. The position will work with the Director of Development to support Education Week’s Vice President and Education Week’s Development Department in a full range of fundraising initiatives.

The hourly rate for this paid internship is $13.25 per hour, with an expected commitment of 20 to 24 hours per week, three days a week. This is a fully remote/work-from-home position.

Strong consideration will be given to candidates able to commit to the position from September 7, 2020 through the end of May 2021.

Benefits and Perks
Education Week is a vibrant workplace that is conveniently located in the heart of downtown Bethesda, MD. We are within short walking distance of numerous restaurants and shops, the Metro, and are adjacent to The Capital Crescent Trail. However, our staff is working remotely for the foreseeable future due to the COVID-19 pandemic emergency. We value innovation, leadership, and forward-thinking, and provide a friendly, intellectual, challenging work environment where employees can thrive and grow professionally.

Education Week is an equal opportunity employer and we encourage all individuals to apply. All applications received will be considered on merit.

If you feel comfortable doing so please feel free to note which pronouns you use in your application (for example - she/her/hers, he/him/his, they/them/their, ze/zir/zirs, etc.)

Education Week will not be able to sponsor applicants for work visas.

Key Responsibilities:

- Assist in researching new fundraising prospects to diversify Education Week’s grant revenue
- Support the Director of Development with database buildout—building processes to track prospects and funding opportunities
- Support the Development Department’s communications and marketing program—assisting in the creation of emails/marketing materials and monitoring general operating campaign engagement
- Assist with the launch of Education Week’s inaugural annual year end appeal
- Play a supporting role in grant administration, writing, and reporting
- Lead the tracking of Education Week award submissions, outcomes, and monitoring of prospective awards
- Draft, proofread, and edit key development documents, including presentations, proposals, emails, and reports
- Work on special projects as applicable that will support the advancement of Education Week’s development goals
- Participate, with due preparation, in meetings needed to further Education Week’s products, projects, and priorities.
- May be required to perform other duties as requested, directed or assigned
Qualifications:

- Bachelor’s Degree, or in process of obtaining, 0-1-year related experience
- Basic knowledge or interest in the field of nonprofit fundraising and development
- Strong communication and writing skills
- Familiarity with Microsoft Office and Outlook. Advance knowledge of Excel
- Detail-oriented, deadline-focused, and able to handle multiple tasks simultaneously
- Strong desire and ability to embrace and learn new technologies (Preferred knowledge and understanding of database systems)
- Ability to work independently with some supervision, good time management, organizational and prioritization skills
- Extremely ethical, conscientious, and displays a high level of integrity

Preferred Skills:

Fundamental knowledge and understanding:

- Microsoft Excel
- Microsoft Access
- Salesforce
- Foundation Directory Online
- Experience with InDesign and Photoshop
- Previous fundraising experience

To Apply:


About Education Week

Education Week (www.edweek.org), America’s most trusted source of K-12 education news, analysis, and opinion, is a digital-first news operation with a nearly 40-year track record in print and online journalism that is dedicated to raising the level of awareness and understanding among professionals and the public of important issues in American education. We are expert. We are principled. We are welcoming. We are passionate. A leading authority in an ever-evolving space, we bring nearly four decades of experience to our journalism and research without bias or agenda. We offer services that create real impact, providing accessible content and resources that ignite conversations and spark action across the K-12 ecosystem.

Education Week’s parent company, Editorial Projects in Education (EPE), is a non-profit media organization that serves the nation’s leading K-12 policymakers, educators, researchers, marketers and other influencers with informed, independent and highly-respected journalism and research, with the goal of improving U.S. K-12 education.