



## **Development Intern**

**Job Location:** Edmond, Oklahoma, United States

**Reports To:** Executive Director

**Hours:** 15-20 hours per week with flexibility in scheduling

### **Job Description:**

Areas of Interest: Fundraising, Events, Research, Writing, Donor Relations, and Non-Profit Management

This role is crucial for helping fund the mission of Edmond Public Schools Foundation (EPSF) through a diverse fundraising plan. There are opportunities to develop skills in fundraising, professionalism, research and networking. This position works closely with and under the direction of the Executive Director. This is an unpaid position but EPSF will work with you to obtain class credit.

### **Possible Responsibilities:**

- Grant/Funding research
- Annual Campaign involvement
- Building relationships with businesses
- Writing and editing grants
- Gift request letters
- Donation requests
- Gift acknowledgement
- Funding reports
- CRM database management
- Record-keeping
- Project involvement to learn first-hand needs in the community
- Other duties as assigned by the Executive Director

### **You'll thrive in this position if:**

- You have a way with words: Experience with writing that can be applied to write letters, grants and reports
- You like to dig deep: Comprehensive research & analytical skills
- You are a people person: Ability to connect and network with others
- You are a self-starter: Ability to work independently
- You have writing samples to showcase your abilities (Required)

**Job Requirements:**

- Excellent written and verbal communication skills
- Excellent organization
- Creative thinker and problem solver
- Willingness to be flexible
- Strong computer and internet skills; knowledge of and enthusiasm for web-based applications
- High energy; commitment to the education and nonprofit professions
- Ability to multitask, handle details, and work independently

**Salary:**

- This is an unpaid internship
- This position will offer students the opportunity to build their fundraising skills while bringing their classroom knowledge into a professional working environment
- Interns will also have the opportunity to broaden their knowledge of the nonprofit sector
- School credit must be arranged with your school

**To apply:**

Submit your resume and two writing samples to [deanna.boston@edmondschools.net](mailto:deanna.boston@edmondschools.net)