

Positions: 2

Title: Development Intern- Connecticut

Title: Development Intern- Washington D.C.

We currently have several internships available in our Development Department. This is a great opportunity to enhance your development and fundraising skills applicable in both the for-profit and non-profit sectors, while contributing to meaningful social change! Interns will work on a multitude of dynamic projects including international and domestic education research, outreach to new international and local partners and donors, and heading up special events in the CT/NYC/D.C. area. Interns will get the opportunity to see how at a major nonprofit operates.

Reports to: Vice President of Development East Coast

Salary: Unpaid

Type: Internship – 10 hours a week, January 2012-June 2012

Start date: January 15, 2011

Principal Duties and Responsibilities:

- Provide weekly news clips of topics relevant in philanthropy and public education for CT, D.C. & NYC and international development and education in Haiti, Nicaragua, Senegal, Mali, Malawi, and Nepal.
- Assist with prospect research and correspondence to potential buildOn supporters and donors of international and domestic programs
- Attend and report on relevant events in CT and NYC.
- Other duties as assigned by supervisor.

Education, Experience & Skills:

- Pursuing a career in international affairs, education, or non-profit management
- Research and reporting on international issues
- Familiarity with social media channels such as Twitter and Facebook
- Formal writing skills
- Able to work with minimal direction and supervision; independent and self-sufficient.
- Ability and desire to work effectively in a fast-paced, team environment
- Deep passion for buildOn's mission
- Must be organized, detail-oriented and deadline-driven

To apply send resume to internships@buildon.org