

Job Description for EAB Graduate (or Undergraduate) Assistant Internship

Development Internship: Donor Relations & Events Emphasis

Education Across Borders is a non-profit organization based in Seattle that provides support to marginalized communities in the Dominican Republic to co-create lasting solutions to extreme poverty through educational, community development and service-learning programs. EAB is seeking a graduate-level intern who is pursuing a career in non-profit leadership or public policy to provide development support for 6-9 months. The candidate will work 10-15 hours per week and will be supervised by the founder and executive director. For more information about the organization, visit, www.educationacrossborders.org.

While this is an unsubsidized internship, the candidate will have significant responsibility that will provide hands-on training with an established international non-profit organization.

Main Responsibilities

- Developing donor relations strategy
- Assisting with planning and organizing of annual fundraiser
- Developing a strategy to increase attendance and funds (goals TBD) at annual fundraiser, based on analysis of last three years
- Developing a plan to recruit new donors, especially young professionals, and implementing this plan
- Creating and managing database of current donors (investigate donor software program options)
- Researching grant opportunities, developing strategies to meet requirements to receive funds
- Researching other non-profits and for-profits with whom EAB could partner (ie. Teachers Across Borders, Gates Foundation, Catholic Relief Services, Oxfam, Food for the Poor, World Vision, The Mariners)

Measurable Outcomes

- Donor Relations Plan
- Plan to increase fundraiser event attendance and revenue
- Fundraiser event planning with Director and event committee, and tasks as needed (focus on increasing attendance)
- New donor recruitment plan
- Significant outreach to both current donors and potential donors (amount to be mutually agreed upon with EAB)
- Workable Donor database
- List of 5 (minimum) possible grants and what EAB would need to fulfill the requirements (as time allows)
- List of 3-5 organizations with synopsis of their work and specifics on how a partnership could work (as time allows)
- The student will keep track of hours worked, and report that as needed to Seattle University and EAB