



Development Intern

Note: *Effective Friday, March 13, all TFS employees are to work remotely and are encouraged to do so until further notice. We will provide updates on the timeframe as we continue to follow guidance from the national Center for Disease Control, the DC Department of Health, DC Public Schools, the Deputy Mayor for Education, and other sources regarding virtual, in-person, or hybrid regular school and afterschool programming. Please note that our office will remain closed and advanced notice is required to pick up any equipment or resources to work remotely.*

Position: Development Intern

Status: Part-time, Unpaid

Reports to: Development and Communications Manager

Hours: 30-35 Weekly Hours

About The Fishing School: The Fishing School prepares elementary and middle school youth for success in high school and life by improving their academic performance and life skills, and by engaging them and their parents in intensive, multi-year, research-based programs and activities. TFS provides year-round academic-focused out of school time programs for up to 400 students each year.

Purpose: The Fishing School (TFS) offers a number of valuable learning experiences for our interns. Joining the TFS team as an intern gives you an opportunity to play a significant role in the work required to launch our programming and to ensure its effectiveness for our students. As an intern in the Development and Communications (D & C) Department, you will play a key role in working with us to convey the mission of TFS to the community via social media outreach and other tasks required by the D&C team to ensure TFS' outreach is a success!

Key Responsibilities:

- Data management and archiving
- Research potential prospective donors and issue areas
- Draft funder correspondence and other written materials as needed (including email updates, outreach to individuals, etc.)
- Audit and update donor records in internal database
- Provide administrative support to other development staff as needed

Required Experience:

- Progress toward a college degree with an emphasis in Development or another related field.
- Proficiency in multiple computer programs · Strong attention to detail with the ability to complete projects in a timely fashion.
- Ability to effectively communicate in both oral and written English. **Please submit two relevant samples that reflect writing and/or development experience.**
- Interns should support the mission, values, and goals of The Fishing School. Our main priority is to prepare public school youth for middle school and beyond by building academic and life skills and by engaging them and their parents through intensive, multi-year programs and services.

How To Apply: To apply for the position, please send a cover letter detailing your interest, your resume and two writing samples to jobs@fishingschool.org. The Fishing School will not consider incomplete application packets.

No phone calls please.