



Position: Philanthropy and Outreach Internship
Reports to: Fayetteville Public Education Foundation Executive Director

The Fayetteville Public Education Foundation (FPEF) provides students with pioneering educational opportunities by fostering partnerships and investing in innovative programs championed by our educators, achieved through a donor-funded endowment that awards grants to teachers and scholarships to students. Since founded in 1992, FPEF has provided over \$5 million in grants and scholarships, serving over 10,000 students annually.

Summary of Position:

The Philanthropy and Outreach Intern will act as a member of the Fayetteville Public Education Foundation team and will support the fundraising, outreach, and community relations activities to assist in the overall mission of the Fayetteville Public Education Foundation.

This position will work collaboratively with the Fayetteville Public Education Foundation team and Board of Directors and interface with the community, students, donors, and school leadership.

Responsibilities:

- Assist with special events through the course of the internship to include major events and small house parties
- Assist with online giving, direct mail campaigns, and general donation opportunities
- Assist with generating social media, promotional pieces, brochures, invitations
- Act as primary liaison and support for the FHS Student Alumni Association and their philanthropic efforts
- Assist the Development team with the FHS Alumni Association, and reunion activities
- Support daily activities and operations of the Fayetteville Public Education Foundation

Qualifications:

Minimum Qualifications:

- Strong interpersonal communication skills with exceptional ability to build relationships with many different types of people
- Ability to implement step-by-step work plans related to engagement efforts, set and meet goals
- A passion for community and public education

Knowledge, Skills, & Abilities:

- Demonstrated proficiency and knowledge of Microsoft Office Suite, specifically Word, Excel, PowerPoint. Demonstrated ability and knowledge of Google Suite, specifically Forms, Sheets, Docs, Slides. Experience in crafting marketing, graphics, and social media a plus
- Demonstrated advanced verbal and written communication skills with the ability to confidently represent the Fayetteville Public Education Foundation in a professional manner
- Ability to work independently

Work Schedule: **Flex work schedule**

Compensation: **Hourly**

Additional Information:

The Fayetteville Public Education Foundation is an equal opportunity employer and will give every consideration to applicants regardless of race, color, religion, gender, sexual orientation, national origin, genetics, disability, age, or veteran status.