



## **Development Manager Intern**

### **Organization Overview**

One World Education (OWEd) is a non-profit leader in promoting youth literacy and developing curriculum that empowers teachers and engages students. The work of OWEd is enhancing the teaching and learning experience by utilizing student-authored writing about culture and global issues as the foundation for school curriculum, creating peer-to-peer learning in classrooms.

### **Position Summary**

OWEd's Development Manager Intern works directly with our Development Director and Executive Director on writing grants, researching foundations, and sharing our impact with our individual community of One World Citizens.

### **Responsibilities Include**

- Conduct research on foundations and corporations committed to education.
- Update foundation profiles and contact information in Salesforce database.
- Participate in communicating OWEd's programmatic success to our funding community.

### **Qualifications**

- Available to work 12-20 hours per week in OWEd's Columbia Heights office.
- Access to personal laptop computer for use in and out of office.
- Strong written and oral communication skills.
- Excellent time management and organizational skills.
- Interest in and passion for education, literacy, non-profits, and our future.

The position is an unpaid internship with a minimum commitment of one semester (five months). Send Resume, Cover Letter and References to Eric Goldstein – [Eric@oneworldeducation.org](mailto:Eric@oneworldeducation.org)