

Position Title	Strategy and Development Intern
Organization	Fayetteville Public Education Foundation
Department	Development and Outreach
Address	P.O. Box 571 Fayetteville, AR 72702
Supervisor Name	Cambre Horne-Brooks
Supervisor Contact	Ph: 479-527-3655 Email: cambre@fayedfoundation.org

OVERVIEW OF ORGANIZATION

Mission: The Fayetteville Public Education Foundation (FPEF) provides our students with extraordinary educational opportunities by fostering strategic partnerships and investing in innovative programs championed by our educators.

Vision: All Fayetteville Public School students have access to excellent and equitable public education that prepares them to succeed and thrive.

In 1992, the citizens of Fayetteville personally and significantly invested in the education of our children through the establishment of the Fayetteville Public Education Foundation and an endowment to support teacher-driven grants and student scholarships.

TERMS OF EMPLOYMENT

A. **BACKGROUND CHECKS:** This position requires the following background checks.

- a) Background checks may be conducted.

B. **ELIGIBILITY**

- a) Be a currently enrolled undergraduate student returning to college as a full-time (12 credit hours) sophomore, junior, or senior in the fall of **2022**.
- b) Submit written enrollment verification from their college or university confirming the student's enrollment status to United Way of Northwest Arkansas.
- c) Must have a valid driver's license and reliable transportation with insurance.

C. **WORK SCHEDULE & CONDITIONS**

- a) This is a full-time (35 hours per week) position.
- b) This position is not eligible for vacation or holiday leave during employment. If a student is sick, they must notify their host site as soon as possible and work out arrangements with their supervisor.

- c) The basic workweek is Monday through Thursday from 9:00 am to 5:00 pm, and Friday from 9:00 am to 12:00 pm.
- d) Some intern activities may require evenings, after-hours, and weekends

D. BENEFITS

- a. SALARY. The individual shall receive a \$4,200 salary. Employees of FPEF are paid every two weeks. Paychecks will be distributed every other week for the pay period that covers the two weeks, which ends the Friday before payday. Students will be reimbursed for mileage and incidentals.
- b. PROFESSIONAL DEVELOPMENT. The United Way of Northwest Arkansas will provide an in-person orientation and two professional development opportunities to the employee. The Fayetteville Public Education Foundation will provide the internship the following:
 - An orientation and corresponding onboarding with staff and Board members.
 - Engagement in weekly staff meetings with multi-disciplinary professionals.
 - Participation in three (3) webinars on donor relations, alumni relations, and working with community-led initiatives to increase awareness in public education equity.
 - In-house mentoring on non-profit development and social media marketing.

E. EVALUATIONS

- a) The employee will receive an evaluation of their performance at the end of their employment from their direct supervisor. The evaluation also includes a self-evaluation and program evaluation.

ORGANIZATION OVERVIEW

RESPONSIBILITIES

A. POSITION PURPOSE

The Strategy and Development Intern will assist in resource allocation and planning to increase educational equity and student opportunity and reduce the student achievement gap among various socioeconomic statuses, races, or genders.

During the internship, the student will be a part of a team to accelerate educational inequity initiatives by increasing investments in public school equity gaps. Implementing donor and alumni relations, engaging student volunteers to assist in outreach and engagement with alumni, and creating synergy with stakeholders to create greater interest in supporting and increasing resources for public education programs.

B. DUTIES

- a. Build proposals, implement strategies, and create benchmarks for measuring the retention of donors and garnering new donors.
- b. Develop friend-raiser events to reach potential stakeholders - such as luncheons, house parties, alumni gatherings, etc.

- c. Work with FHS Student Alumni Association (60 members) to conceptualize and execute service projects.
- d. Design and disseminate quarterly or monthly marketing pieces that augment education to the community about public education programs that serve under-resourced students.
- e. Deliver social media to showcase awarded grants to benefactors via the website, email, and social media.
 - Grow the presence of the Foundation both online and in the community
- f. Develop an emerging project to connect alumni with organization and fundraising opportunities.

C. COMMUNITY IMPACT

The Fayetteville Public Education Foundation honed in on a strategic plan to seed innovation to assure equity, and address challenges, needs, and opportunities facing under-resourced students. With this strategic initiative, the Foundation is equipped to address the education opportunity gap for underrepresented students. The Foundation will accelerate educational inequity initiatives such as skilled job attainment and college navigation, early learning, wraparound services, and enrichment outside the classroom.

The Foundation is focused on reaching children from a wide range of racial, cultural, and socioeconomic backgrounds so that every student will be prepared for life after high school, whether their choice is to attend college, obtain vocational certification, or enter the workforce.

A. QUALIFICATIONS

- a) Be able to demonstrate an ability to work in a collaborative team, manage projects, and participate in community and stakeholder networking to drive engagement.
- b) Excellent verbal and written communication skills, including proper grammar usage, vocabulary, spelling, proofreading, and document generation.
- c) Knowledge or experience in digital and traditional communication.
- d) Ability to work independently, as well as with others, with minimal supervision.
- e) Computer skills with Microsoft Word and Excel and Outlook; experience with Canva and email marketing platforms, preferred but not required.
- f) Solid understanding of various social networks (Instagram, Facebook, Twitter, LinkedIn)
- g) Excellent customer service.

LEARNING OBJECTIVES

A. CAREER DEVELOPMENT

- a) This is an excellent opportunity for interns interested in community-based education initiatives, non-profit administration, working and mentoring youth, public relations, marketing, fundraising, and development, emphasizing education equity.

B. SKILL DEVELOPMENT

- a) This is a unique learning experience for an intern to be engaged in non-profit strategic initiatives that affect outcomes in public education. Interns will assist in expanding non-profit approaches to increasing visibility and awareness about gaps in education.

C. **PERSONAL GROWTH AND DEVELOPMENT**

- a) The ideal candidate should express creative ideas and be eager to contribute on a large scale. The intern will gain insight into the inner workings and aspects of a Foundation (non-profit), providing concrete deliverables and being allowed to achieve goals from implementation through execution.

SIGNATURE (*this will be signed at the point of employment with the student*)

Employee Name	Supervisor Name
Employee Signature	Supervisor Signature
Signature Date	Signature Date