



Position

Intern, Fellowships and Grants

Summary Description

AAUW's Fellowships and Grants Department seeks an intern to assist in the development of the AAUW Fellowship and Grant Alumnae Network. The intern will work with staff to help establish programs and tools that will be used to link former AAUW fellows and grant recipients with each other and the larger AAUW Community.

AAUW is a national membership organization, founded in 1881. Our mission is to advance equity for women and girls through advocacy, education, philanthropy and research. AAUW is one of the world's largest sources of funding for graduate women, providing more than \$3 million in fellowships, grants, and special awards to outstanding women scholars and community-based projects that advance equity and education for women and girls.

Essential Duties

- Assist in the maintenance and ongoing development of the AAUW Alumnae Exchange, an exclusive online community of former AAUW fellows and grant recipients.
- Conduct outreach to alumnae to determine current professional activities and interests.
- Create stories and profiles for online and print publication, highlighting alumnae accomplishments and professional progress.
- Help plan and implement networking/appreciation events for alumnae and current fellows.
- Work with select alumnae to develop online tools and resources including webinars and webcasts.
- Conduct research to identify new tools and resources that can be used to connect former fellows and grants recipients with each other and the larger AAUW community, as well as promote alumnae accomplishments and success.
- Assist in analyzing data collected from alumnae through online surveys, helping to determine ways to utilize the information collected and measure long-term impact of AAUW's fellowships and grants programs.
- Make updates to alumnae contact information in Raiser's Edge.

Qualifications

- Interest in grantmaking and/or programs that promote equity and education for women.
- Proficiency using Microsoft Office applications (Excel, Access, Word, and Outlook) and social networking tools. Knowledge of html and Raiser's Edge preferred.
- Excellent interpersonal skills and professional demeanor; the successful applicant will be comfortable working in an office setting.
- Interest and ability to conduct outreach to alumnae, including telephone interviews.
- Excellent attention to detail.

Time Commitment

Approximately 20-30 hours per week.

Preference given to candidates who can commit to working through the academic year.

To Apply

Please email cover letter and résumé to aauwjobs@aauw.org.

Be sure to put **Fellowships & Grants Intern** in the subject line.

For more information about AAUW, please visit our website at www.aauw.org