

Associate, Development and Communications

Internationals Network's Mission is to provide quality education for recently arrived immigrants by growing and sustaining a strong national network of innovative International High Schools, while broadening our impact by sharing proven best practices and influencing policy for English Language Learners (ELLs) on a national scale.

Our Work

Working closely with local education departments, schools, community based organizations, and partner organizations, Internationals Network designs and opens new high schools as well as provides professional development and technical assistance to educators serving the recently arrived immigrant English Language Learner high school students. Internationals Network works to sustain a strong national network of innovative public high schools to improve educational outcomes for recently arrived immigrant youth by building the capacity of educators who work with immigrant youth.

Position Summary

The Development and Communications Associate is responsible for supporting Internationals' overall communications and fundraising efforts and is a key member of the Development and Communications team. The position plays a key role in coordinating communications activities, including the preparation of overall organizational marketing materials to support programming, regular updates and maintenance of organization's website, and increasing Internationals' social media presence. This position also supports the Director of Development & Communications in conducting regular appeals to individual donors, planning fundraising events, developing grant proposals, and writing reports. The Development & Communications Associate reports directly to the Director of Development & Communications.

Qualifications:

- Bachelor's degree required.
- Excellent verbal and written communication skills with the ability to address a variety of audiences (such as educators, donors, press, researchers, and general public).
- Minimum of 3 years of successful communications and/or fundraising experience.

Responsibilities Include:

- Assist in creating and updating all printed materials including infographics, promotional materials, newsletters, annual report, and annual appeal.
- Create compelling marketing materials and incorporate a storytelling lens when appropriate.
- Disseminate print, video, and web-based materials for specific projects.
- Promoting organizational presence on social media platform to increase visibility and build greater awareness of our work and activities with new audiences.
- Track followers on social media.
- Maintain website contents, edit and proofread content for style, accuracy, grammar, punctuation, spelling, and search engine friendliness.
- Prepare press releases.
- Work closely with the Director of Development and Communications with event planning.
- Prepare sponsorship and marketing materials for events.
- Work at major events as assigned.
- Enter data, including donor information, gifts, etc., and create monthly fundraising reports and other database reports as needed; create, organize, and maintain donor files and archives.



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- Process donations and prepare acknowledgement letters.
- Conduct preliminary research on prospective donors and foundations.
- Other responsibilities as needed.

Knowledge, Skills, and Abilities

- Familiarity with donor databases and email marketing.
- Current knowledge and experience working with social media.
- Experience working with Adobe Suite (e.g. Photoshop, Illustrator, AfterEffects, etc), preferred but not required.

Interested candidates should submit a cover letter and resume via email to resume@internationalsnetwork.org NO PHONE CALLS PLEASE.

For more information on Internationals Network for Public Schools, visit our website at www.internationalnetwork.org.