



مؤسسة الدراسات الفلسطينية Institute for Palestine Studies

2 October 2019

Marketing and Fundraising Internship

The Institute for Palestine Studies (USA), Inc., (IPS) has an opening for a Fall 2019 intern in the exciting field of marketing and fundraising. Candidate should be currently enrolled in a marketing, public relations, communications, journalism, or related major with an expected graduation date of spring 2020/2021.

Responsibilities include but are not limited to:

- Sales fulfillment (Salesforce experience useful but not necessary);
- Donor relations and assistance with designing fundraising campaigns;
- Project research for grant applications;
- Assistance in the development and implementation of marketing campaigns (both direct mail and email solicitation) for IPS publications and events;
- Support for managing an upcoming art exhibition and fundraising event;
- Experience with Vertical Response or other mass email platform;
- Working knowledge of Google Ad Words

Requirements:

- Applicant must currently be enrolled in an accredited college or university;
- Ability to work independently and to make informed decisions on the basis of provided parameters;
- Detail oriented;
- Available to work a minimum of 10 hours per week.

Internship Stipend:

- A travel stipend of \$250/month is offered.

How to Apply:

Please email a cover letter and CV to fmaips3501@gmail.com for consideration.

About Us:

IPS is a 501 (c)(3) academic research institute located in Georgetown, Washington, DC. Its mission is exclusively devoted to educational research and documentation on Palestinian issues and the Arab-Israeli conflict. Please visit palestine-studies.org for more information.

No phone calls, please!