



## **Development Internship**

**Fall/Spring 2018**

The Institute for Transportation & Development Policy (ITDP) is a not-for-profit organization based in New York City with offices in Africa, Brazil, China, India, Indonesia, Mexico and the United States. ITDP works to promote environmentally sustainable and socially equitable transportation policies and projects around the world, with an emphasis on developing countries. ITDP's programs focus on bus rapid transit, cycling and walking, travel demand management, parking, and urban revitalization. More information about ITDP can be found at [www.itdp.org](http://www.itdp.org).

ITDP is seeking a Development Intern to work in the New York office with the Development team on a variety of projects. The intern will report to the Development Manager and work closely with all members of the team.

### **RESPONSIBILITIES**

- Conduct research on and help track prospects, funding opportunities, and projects
- Conduct research to support grantwriting efforts
- Conduct updates of staff information pertinent to grantwriting activities
- Assist in other grantwriting activities, as needed
- Assist with development and execution of ITDP's fundraising campaigns
- Assist with individual giving activities, as needed
- Assist with communications activities, as needed
- Other duties as assigned

### **REQUIRED QUALIFICATIONS**

- Current undergraduate or graduate student or recent college grad with interest or experience in funding development as well as in international development, sustainable transportation, urban planning, or a related field
- Strong writing and communications skills
- Strong research skills
- Experience working in a fast-paced office and ability to multi-task
- Must be enthusiastic and a self-starter
- Must be organized and detail-oriented

- Proficiency in MS Word, Excel, PowerPoint
- Experience with Mailchimp, social media platforms
- Experience with Salesforce a plus
- Adobe Design Suite experience a plus
- Additional language skills a plus
- The internship is available immediately; must be able to work at least two days per week in our New York office (minimum 40 hours per month) and commit through December 2018; hours are flexible between 9:30 am and 6 pm
- A stipend is available

Please send a resume, cover letter, and writing sample to [jobs@itdp.org](mailto:jobs@itdp.org) with "Development Intern" in the subject line. No phone calls, please.