



<https://www.techbridgegirls.org/>

About Techbridge Girls

Techbridge Girls (TBG) is an award-winning national nonprofit organization building equitable systems in STEM education to empower girls and gender-expansive youth from underserved communities. For nearly 25 years, TBG has reengineered the way STEM education is taught, centering the brilliance and potential of girls, with an emphasis on increasing STEM access, belonging, and persistence. We believe that BIPOC girls' experiences, values, interests, and voices will unlock the full possibilities of what STEM can do for our world. The TBG approach holistically engages girls intellectually and emotionally by equipping out-of-school-time educators with gender and culturally responsive practices, exposure to role models, and rigorous STEM coursework to affirm belonging in the STEM narrative now and in the future.

Internship Overview

Are you interested in learning how nonprofits raise money and build support for their mission? As a Development Intern, you'll gain hands-on experience supporting the team behind Techbridge Girls' fundraising and communications efforts. This is a great opportunity to build real-world skills while contributing to a powerful mission to advance equity in STEM education.

Key Responsibilities

- **Support Grant Preparation:** Help gather information and documents for grant proposals and reports. Assist in organizing files and formatting drafts. Research potential grant opportunities and assist in drafting grant proposals, LOIs (Letters of Inquiry), and reports.
- **Event Support:** Help plan and prepare for both anniversary and fundraising events, including logistics coordination and materials preparation. Spring 2026 internships will help focus on the implementation of our new national pilot program in RTP focused on AI, Data Science, and Belonging in STEM.
- **Organize Data and Files:** Assist with updating spreadsheets and tracking information related to donations, events, or grant deadlines.
- **Social Media and Community Engagement:** An ability to engage and foster relationships online, in-person, and with the local RTP community.

- **Support Team Communications:** Help draft short blurbs for emails or social media, and organize photos or stories to support fundraising campaigns.

Ideal Qualifications

- Current enrollment in a Bachelor's program, preferably in Nonprofit Management, Education, or a STEM field for rising Juniors and Seniors.
- Curiosity and willingness to learn about nonprofit fundraising and communications.
- Good attention to detail and ability to follow directions carefully.
- Strong writing and organization skills.
- Ability to work independently and collaboratively in a hybrid team environment.
- Great with basic computer tools like Google Docs, Sheets, and Gmail. Salesforce or Mailing Platform experience is welcome.
- Excitement about working for a mission-driven organization supporting girls in STEM.

Internship Details

- Location: Remote, based in Raleigh, Durham, Chapel Hill, or surrounding areas with coworking up to 1x per week
- Duration: Fall Semester, with the opportunity to extend. Minimum of 10–15 hours per week for 3 months.
- Compensation: Unpaid; academic credit may be available if applicable.

How to Apply

Interested candidates should submit a resume and a cover letter outlining their interest in the internship and how their background aligns with Techbridge Girls' mission to jstancil@techbridgegirls.org. Please include "Development Intern Application" in the subject line.