

2026 Grantmakers for Education Annual Conference

Student Fellow Position Description

POSITION OVERVIEW

Grantmakers for Education is seeking enthusiastic and detail-oriented student fellows to support the planning and execution of our flagship event, the 2026 Annual Conference. This year's conference, themed *Designing Systems of Abundance and Shared Well-being: Education at the Center*, will convene 800 education funders and leaders from across the country.

Student fellows will play an important role in creating a welcoming, organized and engaging conference experience for attendees while gaining valuable exposure to nonprofit event management and education philanthropy. Student fellows will have the opportunity to participate in select conference activities as a general attendee.

Position: Student Fellow

Term: 2 Months (August 18 – October 16).

Time commitment: 4 hours per week virtually outside of conference dates, and 8 hours per day during conference dates.

Compensations: \$500 stipend, plus meals (breakfast and lunch) and travel reimbursement (public transportation only) during conference

Conference Location: New York Marriott Marquis, New York City, NY

Conference Dates: October 13-15, 2026, with preconference activities on October 12, 2026

ABOUT GRANTMAKERS FOR EDUCATION

Grantmakers for Education is the nation's leading network in education philanthropy. We are a diverse community of organizations and individuals committed to advancing bold ideas and equitable opportunities for learners and leaders across the United States.

Our vision is for all learners to thrive in education systems that are equitable and just, supported by funders who are equipped with the knowledge and connections to advance transformation.

Grantmakers for Education catalyzes learning, fosters connections and creates opportunities for members to collectively advance effective, strategic and equity-centered grantmaking in the field of education.

KEY RESPONSIBILITIES

1. Assisting staff with conference registration and attendee check-in
2. Monitoring breakout sessions and workshops by tracking attendance and supporting presenters
3. Helping attendees navigate the conference space and ensuring a welcoming experience
4. Learning the conference mobile app and assisting attendees with navigation and troubleshooting
5. Supporting attendees with access to and navigation of the Grantmakers for Education new member portal
6. Reporting issues or complaints to the conference and events director
7. Providing feedback and recommendations on opportunities to improve future conferences
8. Supporting emerging conference-related duties as needed

QUALIFICATIONS

1. Strong communication and interpersonal skills
2. Responsiveness and reliability
3. Comfort using technology and troubleshooting basic technical issues
4. A positive, service-oriented attitude
5. Ability to work collaboratively in a fast-paced environment
6. Interest in education, nonprofit organizations, philanthropy or event management



BENEFITS OF VOLUNTEERING

1. Gain hands-on experience in conference and event operations
2. Learn from leading voices in education philanthropy
3. Have opportunities to network and build connections with leaders in education philanthropy
4. Strengthen professional communication and problem-solving skills
5. Contribute to making the premiere event in education philanthropy a success

HOW TO APPLY

Candidates should email a letter of interest and resume to pmoon@edfunders.org

Grantmakers for Education is an equal opportunity employer and strongly encourages applications from people of color, persons with disabilities, women, LGBTQ+, and other underrepresented applicants. Our organization acknowledges that not everyone experiences the same barriers to success in the workplace, and we are committed to supporting the advancement of people of color in the workplace.