



## Center for Philanthropy Special Projects Intern

**Reports to:** Vice President for the Center for Philanthropy at The Pittsburgh Foundation

**Position Status:** Temporary, Part-time, Non-Exempt

**Salary:** \$15.00 per hour

**Start Date/End Date:** Feb. 14 – Aug. 14, 2022

### POSITION SUMMARY

The special projects intern will primarily support the work of the Center for Philanthropy, an initiative of The Pittsburgh Foundation that offers donors expertise in grantmaking, personalized education sessions for donors and advisors and guidance on multi-generational giving. The special projects intern will assist with special initiatives of the Center, such as giving circles, research proposals and data analysis. The intern will also prepare materials and coordinate logistics for meetings and events with donors and other key stakeholders and special projects, as they arise. The expectation is that, through the work with the Center, the intern will gain basic knowledge of the community grantmaking and how it connects to the role of the donor as well as a working knowledge of the foundation field. The internship will last from Feb. 14 to Aug. 14 at up to 20 hours per week (minimum of 15 hours per week.)

### PRIMARY DUTIES AND RESPONSIBILITIES

- Assist the vice president and associate of the Center for Philanthropy with the management of Center for Philanthropy projects including but not limited to donor education events, webinars, the New Philanthropic Leaders fund and nonprofit inquiries.
- Prepare documents, PowerPoint presentations and other necessary materials as requested for meetings with donors and other key stakeholders. Facilitate communications with stakeholders (nonprofit organizations, governmental agencies and community groups), as assigned.
- Assist with project planning, management and logistics for meetings and events with internal staff, donors and the public. Speaking roles in presentations as needed and as assigned.
- Present research and make recommendations to the Foundation staff regarding internal processes and projects.
- Manage the Center's intake process for meeting with and retaining information on nonprofit organizations in the western Pennsylvania community.
- Prepare Annual Philanthropic Review (APR) documents for annual meetings between donor services officers and donors.
- Format documents, presentations and other copy as requested.
- Search for and share articles of interest on philanthropic topics and trends.

- Conduct research with national peer foundations.
- Other duties as assigned.

## **QUALIFICATIONS AND EXPERIENCE**

- Bachelor's degree.
- Proven ability to work successfully with diverse populations and demonstrated commitment to promote and enhance diversity, equity and inclusion.
- Commitment to the Foundation's values of accountability, collaboration, community, racial justice and trust.
- Excellent writing and editing skills.
- Strong communication skills.
- A strong, demonstrated interest in pursuing a career in foundation and/or nonprofit work.
- Attention to detail and quality of final work product.
- Familiarity with Adobe InDesign is a plus.

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### **TO APPLY**

Interested candidates should submit resume and cover letter to [jobs@pghfdn.org](mailto:jobs@pghfdn.org) by Jan. 23, 2022.

No phone calls please.

THE PITTSBURGH FOUNDATION IS AN EQUAL OPPORTUNITY EMPLOYER  
COMMITTED TO DIVERSITY, EQUITY AND INCLUSION.

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### **ABOUT THE PITTSBURGH FOUNDATION**

Established in 1945, the community philanthropy for the Pittsburgh region is one of the nation's oldest community foundations and is the 14<sup>th</sup> largest of more than 750 similar foundations across the United States. It set a new record for grantmaking, \$67 million, in 2020. As a community foundation, its resources comprise endowment funds established by individuals, businesses and organizations with a passion for charitable giving and fulfilling the Foundation's mission of improving quality of life for all in the region. The Foundation currently manages about 2,500 individual donor funds and, together with its supporting organizations and its affiliate, The Community Foundation of Westmoreland County, has assets of \$1.46 billion. Grantmaking benefits a broad spectrum of basic needs and development opportunities within Pittsburgh and beyond. Learn more at [www.pittsburghfoundation.org](http://www.pittsburghfoundation.org).