



Development and Donor Services Intern

Reports to: Senior Development Officer and Development and Donor Services

Administrative Assistant

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

Start date/End Date: Nov. 2, 2020 – April 30, 2021

POSITION SUMMARY

The Development and Donor Services Intern will primarily support the work of the Development and Donor Services department. The department empowers donors to leave philanthropic legacies that improve the community while also achieving financial goals. Donor services representatives help donors fulfill their philanthropic goals, provide personalized services and connect donors to The Foundation's program, financial and development expertise. Development staff cultivate relationships with financial advisors, estate and trust attorney and accountants with the hopes that they refer their clients to The Pittsburgh Foundation for their philanthropy needs. The Development and Donor Services Intern will assist with the preparation of materials for annual donor meetings, advisor firm presentations, coordinate large mailings and take the initiative to keep department documents, data, sensitive constituent information and files organized and up-to-date. This individual will also help with the preparation of donor events/webinars. The expectation is that through the work with the department, the position will gain basic knowledge of community grantmaking and how it connects to the role of the donor and the professional advisor community as well as a working knowledge of the foundation field.

PRIMARY DUTIES AND RESPONSIBILITIES

- Prepare APR (Annual Philanthropic Review) documents for annual meetings between donor services officers and donors.
- Prepare NDO (New Donor Orientation) documents for initial meetings between donor services officers and donors.
- Update documents (using InDesign) for APRs as needed. Prepare and update one sheet documents about giving opportunities for donors.
- Conduct research with national peer foundations.
- Work with donor services team on implementation of new donor services plan. This position will be responsible for contacting donors directly via email/phone, submitting grant requests, and following up on general donor questions.

- Update documents (using InDesign) and presentations (using PowerPoint) as needed for professional advisor and prospective donors.
- Conduct research to help provide timely and interesting content for monthly newsletter to professional advisors.
- Update data in Raisers Edge (RE) database:
 - Conduct an audit of priority advisors in RE.
 - Ensure all contact information is up to date.
 - Ensure correct development officer is assigned and that is reflected in RE.
- Create APR packets for donors assigned to development officers.
- Ensure end of year gifts are ordered, packaged and ready for drop off to advisors/donors.
- Scheduling for development/donor services staff
- Assist with webinars hosted by the Development and Donor Services department.
- Answering of phones and fielding of calls as back up to administrative staff.
- Coordinate and execute large mailings to donors.
- Format documents, presentations and other copy as requested.
- Update internal systems with contact reports.
- 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 collaboration, trust, racial justice, community and accountability.

QUALIFICATIONS AND EXPERIENCE

- Working towards a bachelor's or master's degree in the fields of Management, Public Policy, Social Work, Communications or other related fields.
- Excellent writing and editing skills.
- A strong, demonstrated interest in pursuing a career in foundation or nonprofit work.
- Meticulous careful attention to detail and quality of final work product.
- Ability to manage several projects for multiple staff members simultaneously in a fast-paced environment.
- A curiosity to learn more, ask questions and be flexible when navigating challenges.
- Commitment to The Pittsburgh Foundation values (collaboration, racial justice, community, trust and accountability).

TO APPLY

Please submit your resume with a 1-page cover letter detailing your interest in this position and why you believe you could be a good fit to Jobs@pghfdn.org.

No phone calls please.

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

ABOUT THE PITTSBURGH FOUNDATION

Established in 1945, The Pittsburgh Foundation is one of the nation's oldest community foundations and is the 15th largest of more than 750 community foundations across the United States. As a community foundation, our resources comprise endowment funds established by individuals, businesses and organizations with a passion for charitable giving and a deep commitment to the Pittsburgh community. The Foundation has approximately 2,400 individual charitable funds and, together with its supporting organizations, assets of more than \$1.3 billion. Grantmaking from the funds benefits a broad spectrum of community life within Pittsburgh and beyond with more than 2,000 grantees receiving funding annually. The Foundation typically awards grants of more than \$40 million each year. Grantmaking from the Foundation's discretionary funds leverages a broad range of resources and enables the Foundation to be an important change agent for the region. Approximately 85% of all grant-making dollars stay within the Pittsburgh region.