Special Projects Intern

Reports to: Director for the Center for Philanthropy
Position Status: Paid, Temporary Part-Time, Non-Exempt

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 July 6 to Dec. 18 at up to 20 hours per week (minimum of 15 hours per week.) This position has the potential to continue through the spring semester on a part-time basis and beyond depending on the individual’s performance and satisfaction.

PRIMARY DUTIES AND RESPONSIBILITIES
• Assist the director and the senior manager of the Center for Philanthropy with the management of Center for Philanthropy projects including, but not limited to: donor education events, online fundraising events, the New Philanthropic Leaders fund and nonprofit inquiries.
• Prepare APR (Annual Philanthropic Review) documents for annual meetings between donor services officers and donors.
• 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, community groups) as assigned.
• Present research and make recommendations to TPF staff regarding internal processes and projects.
• Assist with planning and logistics for meetings and events with internal staff, donors and the public. Speaking roles in presentations as needed and as assigned.
• Format documents, presentations and other copy as requested.
• Cull articles of interest on philanthropic topics and trends.
• Conduct research with national peer foundations.

KEY SKILLS AND ABILITIES
• Excellent writing and editing skills.
• Familiarity with Adobe InDesign is a plus.
• Attention to detail and quality of final work product.

QUALIFICATIONS AND EXPERIENCE
• A bachelor’s degree.
• Working towards obtaining a master’s degree in the fields of Management, Public Policy, Social Work, Communications or other related fields. 2020 graduates of master’s programs are also eligible.
• A strong, demonstrated interest in pursuing a career in foundation and/or nonprofit work.
• Proven ability to work successfully with diverse populations and demonstrated commitment to promote and enhance diversity, equity and inclusion.

TO APPLY
Interested candidates should submit resume and cover letter 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 similar foundations across the United States. As a community foundation, its resources comprise endowment funds established by individuals, businesses and organizations with a passion for charitable giving and a deep commitment to the Pittsburgh region. The Foundation currently manages more than 2,400 individual donor funds and has, together with its supporting organizations and its affiliate, The Community Foundation of Westmoreland County, assets of $1.3 billion. Grantmaking benefits a broad spectrum of basic needs and development opportunities within Pittsburgh and beyond. Learn more at www.pittsburghfoundation.org.