



## Pittsburgh Parks Conservancy – Development Diversity Internship Program

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<b>Job Title:</b>	Development & Special Events Intern	<b>Reports to:</b>	Development Director
<b>Work Status:</b>	Part Time/Internship	<b>FLSA Status:</b>	Non-exempt
<b>Updated:</b>	2/6/2020	<b>Approved by:</b>	Jayne Miller

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### **PPC Mission Statement:**

Improving quality of life for the people of Pittsburgh by restoring the park system to excellence in partnership with government and the community. Projects and programs are conducted with respect for the environment, historic design, and the needs of our diverse region.

### **Position Summary:**

The Development and Special Events Intern will assist in the planning and management of several initiatives that benefit the Pittsburgh Parks Conservancy's annual fundraising goals. The position will primarily focus on two areas; appeal solicitations and special events. The Development and Special Events Intern will work closely with the organization's Event Coordinator to plan and execute the PNC Pittsburgh Parks Conservancy Spring Hat Luncheon, which is held in one of Pittsburgh's public parks on the first Saturday in May each year. This part-time position will also learn and assist in writing, creating, editing and producing the Spring annual appeal package, a multi-channel solicitation seeking to raise more than \$20,000. While this position will assist with the Spring annual appeal package, the Intern will also work closely with the Individual Giving Manager in the co-creation of a development plan for all multi-channel appeals for 2020. Additionally, the Intern will provide overall support for the Pittsburgh Parks Conservancy development staff as needed. This may include work related to institutional fundraising efforts from foundation, government or corporate partners.

The ideal candidate loves parks, uses Pittsburgh's public parks and will proactively and effectively support and strengthen the development activities of the Pittsburgh Parks Conservancy.

### **Position Duties:**

Performs under the general supervision of the Development Director and is responsible for, but not limited to, the following duties:

Essential Duties:

#### ***PNC Pittsburgh Parks Conservancy Spring Hat Luncheon:***

- Assist in the maintenance of attendee registration in the Raiser's Edge event module. Update attendee records with important details which include, but are not limited to, guest names, seating preferences and gift amounts.
- Process tax acknowledgement letters for each gift. Coordinate the signing of these letters by the Parks Conservancy CEO and mail.

- Assist in the maintenance of invitation and attendee lists for the Spring Hat Luncheon and the Luncheon's preview event, the Patron Cocktail Reception. Prepare invitations for both events for mailing.
- Track sponsorship requests and responses and the VIP/government comp list.
- Gather sponsor's ads for the event program and assist with program production.
- Produce weekly status updates for the event management team.
- Attend event coordination and design meetings and produce post-meeting notes for the event management team.
- Help with registration the day of the event as well as filling in the gaps wherever needed to ensure the event runs smoothly.
- **The person in this position must be available for the event on May 2, 2020 (Frick Park).**

***Annual Appeal Solicitation:***

- Contribute to the conception of a multi-channel (print, email, social media) solicitation campaign including the story, content, photo, production that will be sent out in various phases during our Spring 2020 appeal.
- Help to manage deadlines, review process, edits, and strategies to engage our donor database.
- Acknowledge and steward donors who contribute less than \$1,000 via email, note cards and phone calls.

**Related Work:**

- Assist with drafting compelling grant proposals and conduct relevant research and data analysis for the proposals.
- Identify, through research, public and private grant and corporate sponsorship opportunities for the organization.
- Support development department staff with the completion of additional administrative duties as needed.
- Work is conducted in an office and outdoor setting. Work involves traveling to and from various sites and attendance at meetings or events, including many that may be conducted during the evening, on weekends, or on holidays, and irregular hours as necessary to meet deadlines and achieve objectives.

**The Way We Work - The Employees of the Pittsburgh Parks Conservancy:**

- Work and accept responsibility to search for, create and execute new and innovative approaches to improve the performance of Conservancy strategies and objectives.
- Foster meaningful interaction among diverse individuals through the exchange of information to produce understanding.
- Continuously develop and use effective strategies and interpersonal styles to engage and guide others toward the accomplishment of identified objectives and goals in the best interest of the Parks Conservancy.
- Consistently work toward the common good of the organization and encourage others to do the same.
- Conduct themselves at all times in a professionally appropriate and respectful manner.
- Apply the proper safety/security practices according to established protocols, guidelines and policies.
- Maintain strong work ethic and demonstrate flexibility.

### **Knowledge and Skills:**

- Some familiarity with and interest in the Pittsburgh Parks Conservancy's mission, key stakeholders, and audiences.
- Some knowledge or interest in the principles and practices of development/fundraising.
- Some knowledge or interest in non-profit event management.
- Outstanding customer service principles and practices within a diverse work and customer environment.

### **Time Commitment:**

- The Development and Special Events Intern will work from January 2020 – June 2020. The internship period will average 20-40 hours per month. It is preferred that the Development and Special Events Intern is able to work set weekly hours each month, but additional flexibility may be given to a desirable candidate. Hours may increase as special event needs arise. **The Intern must be able to work the 2020 Spring Hat Luncheon in Frick Park, May 2, 2020 from 7:00 a.m. – 4:00 p.m.**

### **Compensation:**

- This is a paid internship position at the rate of \$10/hour for the noted time commitment. Note that this position has a sub-contractor designation.

### **Physical Requirements:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

- The physical ability to walk, stand, stoop, bend, kneel, crouch, reach, pull, push, finger, feel, grasp, lift, talk, see, hear and perform repetitive motions.
- The ability to safely operate a motor vehicle as incumbents are subject to local travel to and from work locations. Operating office equipment requiring continuous or repetitive hand/arm movements. The ability to remain in a sitting or standing position for extended periods of time.
- The applicant may be required to traverse on rough, uneven terrain, as well as wet and slippery surfaces and to ascend and descend ladders to access work areas. The work may occasionally involve the ability to perform light lifting (up to 30 lbs.)
- Normal office environment 85% of the time. 15% of the time out in the field, attending meetings and managing events.