**Philanthropic Services Internship Program**

1. **Position Summary:**

The Erie Community Foundation’s mission is to inspire, engage, and empower donors and communities across the region, today and tomorrow. We envision a united, vibrant, and thriving region for all.

The Philanthropic Services Intern works directly with the Philanthropic Services team to fulfill this mission. Our Internship Program gives students the opportunity to gain valuable experience working with donors and the tools that make our work possible. Interns have the opportunity to interface with community leaders, gain an understanding of philanthropy and how it impacts our community, and make a valued contribution to our community work.

Upon completion of internship, the successful candidate will gain work experience and professional skills that will be invaluable in any career requiring exemplary client service and care, specifically in the areas of personal finance management, public relations, and development.

1. **Primary responsibilities include, but are not limited to:**
   1. Managing donor records in CRM (akoyaGO)
      1. Updating existing records & adding new records as needed for affinity funds, Erie Gives, and all other Philanthropic Services activities
      2. Creating donor and marketing lists that promote more effective CRM use at The Foundation
   2. Assisting with donor events
      1. Manage the donor database with contact information and updates
      2. Support the event invite process, including mailings and tracking
   3. Supporting departmental communications to donors and professional advisors, primarily via email and newsletters
   4. Assisting in all activities that support affiliate and affinity funds:
      1. The Erie Women’s Fund
      2. Young Erie Philanthropists
      3. LGBT Funds of The Erie Community Foundation
      4. Regional affiliate community foundations in North East, Union City, Corry, and Findley Lake
   5. Interface and collaborate with all other Foundation departments (Finance, Marketing, and Community Impact) to understand the role that Philanthropic Services plays in overall success
      1. Assist with interdepartmental projects, such as the annual meeting and Erie Gives, on an as-needed basis
   6. General Administrative support
2. **Qualifications**
   1. Proficiency in Microsoft Office to include Word, Excel, PowerPoint and Outlook
   2. Experience in database administration and CRMs helpful but not required
3. **Position Details**
   1. SCHEDULE:
      1. The Erie Community Foundation is open Monday-Friday 8:30-4:30 p.m. The majority of the internship will fall between these hours. However, there are a few instances when the Philanthropic Service Intern will be asked to work beyond these hours, including Erie Gives (Tuesday, August 13th, 2024). Advance notice will be given on all such occasions.
      2. We generally encourage approximately 15-20 hours per week, with flexibility around specific days and times.
      3. This internship runs from May/June through August.
   2. WAGE:
      1. Hourly wage is $15.
      2. Interns are eligible to collect college credits with your college/university as part of this internship. Please notify The Foundation if you are seeking college credits.
      3. Interns receive “temporary employment” status and are not be eligible for employee benefits available to regular Foundation employees, including health insurance, vacation, and sick pay, paid holidays, and participation in the Foundation’s 401(k) plan.
4. **Application Details**
   1. Please email your resume and cover letter to Olivia Burgess, Philanthropic Services Officer, at [oburgess@eriecommunityfoundation.org](mailto:oburgess@eriecommunityfoundation.org) by March 15, 2024.
   2. Interviews will begin on Monday, March 25, 2024.