

**FEDERATION OF PROTESTANT WELFARE AGENCIES
INTERNSHIP DESCRIPTION**

TITLE: Special Projects and Events Intern

DEPARTMENT: Development & Communications Department

REPORTS TO: Chief of Development & Communications Officer

STATUS: Non-Exempt

DATE PREPARED: February 2017

ABOUT FPWA

FPWA's multifaceted programming creates transformative results for nonprofit staff and the places they serve. We advocate tirelessly on behalf of our membership network of 180 health and human service organizations through establishing poverty-reducing policies and programs that provide sustained results. Our capacity-building work enhances the impact of our member agencies to better provide services while simultaneously delivering immediate assistance to address their clients' urgent needs.

The Development & Communications team has a robust strategy to increase the revenue and visibility of the organization. The plans call for additional talent to join the team's efforts and these three roles are primed for those with an interest in growing their skills and knowledge of non-profit management, fundraising and event planning. All of the internship openings will provide hands-on experience and skills building in all aspects of development and communications that include but are not limited to; board management, donor cultivation and stewardship, major gifts, special events and brand building.

POSITION SUMMARY

This position works directly with the Chief of Development & Communications Officer to support event planning and logistical planning of donor outreach for the Board and executive/senior leadership, coordination of donor communications and drafting correspondence & formatting presentations for Board and major donors, assisting with information collection and distribution high level participation in the development and implementation of major donor affinity group and working on reporting from the database. Candidates must have previous experience working in a fundraising department.

REQUIRED SKILLS:

We are seeking college students (graduate preferred) or recent college graduates with a major in a relevant field, strong research skills and high attention to detail. The ideal candidate in addition to demonstrating technical ability to fulfill on the internship responsibilities should be self-motivated and resourceful, comfortable taking on and

leading project coordination, and has the ability to bring creative solution –driven ideas into organizational and administrative processes. The Special Projects and Events Intern will spend time collaborating with others and working with various coordination teams as we build upon our existing databases, administrative systems and overall resources.

Desired experiences include:

- Knowledge of database systems and reporting with experience with Raisers Edge and Salesforce as a plus
- Strong written and verbal communication skills and proposal writing experience a plus
- General tech savvy and quick learner with experience with Lexis Nexis and other research based tools and fundraising information sources is a plus
- Strong aptitude and previous experience working with Microsoft Office suite (Word (Mail Merge), Excel, PowerPoint, Outlook) and Google Docs a necessity and experience with Prezi or other presentation building tools a plus
- Ability to prioritize and handle a variety of projects simultaneously
- Preparation of materials that calls for strong proofing skills and detail review
- Must have a demonstrated track record of community service and interest in social services

This is a paid internship. However, course credit may be available from your educational institution if desired instead. The hourly salary will be set commensurate on the role and skill but ranges from \$12-16/hour and we seek a minimum of 15-20 hours per week with a maximum of 30 hours.

About FPWA

FPWA is an anti-poverty, policy and advocacy organization whose mission is to promote the social and economic well-being of greater New York's most vulnerable by advocating for just public policies and strengthening human service organizations. FPWA has a membership network of nearly 180 human service organizations and churches that operate over 1,200 programs throughout the New York City metro area. Together we serve over 1.5 million low-income New Yorkers of all ages, ethnicities and denominations each year.

TO APPLY:

Send cover letter and resume to jobs@fpwa.org with the job title "Development Intern". Submissions must be made by Tuesday, February 21, 2017 and open house interviews will be held on Monday, February 28, 2017.

No phone calls or other inquiries please. Only applicants selected for interviews will be contacted.

AN EQUAL OPPORTUNITY EMPLOYER

The Federation of Protestant Welfare Agencies is committed to employing people who reflect the diversity of our member agencies and the communities and people they serve.

AmeriCorps, Peace Corps, and other national service alumni are encouraged to apply.