

The Primavera Foundation - Pathways Out of Poverty

https://primavera.org/?post_type=jobs&p=23937

Philanthropy Intern

Description

PROGRAM DESCRIPTION AND JOB SUMMARY

The Primavera Foundation is co-creating pathways out of poverty through housing, workforce development, homeownership and financial education, and community building and engagement.

The *Philanthropy Intern* plays a key function in assisting with relationships with donors and providing data entry on donation activities. Efforts will be vital to meeting and growing fundraising goals for the fiscal year. Candidates must be comfortable interacting with donors, as well as assisting with administrative duties and special events. This internship is a paid position and may be used for college credit if approved for the candidate's school.

Hiring organization

Primavera Foundation

Employment Type

Full-time

Date posted

May 15, 2024

Responsibilities

DUTIES AND RESPONSIBILITIES (*Work assignments may vary depending on needs and will be communicated to the applicant or incumbent by leadership*):

- Assist with maintaining personal contact with donors via phone calls, emails, and physical mailings
- Create and maintain a donor communications calendar
- Maintain, research and update donor database, ensuring accurate and up-to-date contact information
- Maintain detailed records of contributions such as financial and in-kind donations
- Assist in thanking donors by letter (and/or) phone calls in a timely and professional manner
- Conduct research to identify new prospective donors, grant opportunities, and industry trends
- Research current trends in donor acquisition and retention among similar organizations
- Create ways to nurture relationships with existing donors and further engage them within the organization's mission
- Adherence to and demonstration of Primavera's guiding principles of integrity, respect, accountability, compassion, and leadership.
- Other duties as assigned.

Qualifications

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of nonprofit donor management
- Proficiency with computer systems and data entry
- High attention to detail
- Great organizational and time-management skills
- Self-motivated and takes initiative to see plans through
- Good collaboration and communication skills
- Understanding of the rules of solicitation for a 501c3 organization

MINIMUM QUALIFICATIONS

- Associate's degree, college junior or senior
- 1-year experience with data entry
- 1-year experience in a customer service-based environment
- Experience with events

PREFERRED QUALIFICATIONS

- 1-year outbound calling experience
- Bilingual (Spanish/English)
- Experience volunteering for or working for a nonprofit
- Experience working with a diverse population experiencing financial hardship or homelessness

PHYSICAL ENVIRONMENT/CONDITIONS

- Ability to work in a busy office environment with moderate noise levels, seated with intermittent standing, walking, bending, and stooping
- Ability to lift and carry up to 25 pounds
- Visual acuity and hand dexterity to work with computer programs, documents, reports, and other data sources for reading, entering, processing, and routing information
- Ability to work proficiently with basic office equipment, including various computers, printers, fax machines, and copiers/scanners.

Contacts

(This job description is intended to indicate the basic nature of the position and examples of typical duties that may be assigned. It does not imply that all positions within the job description perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned. Successful candidates will be able to perform the essential functions of the position, with or without reasonable accommodations.)

The Primavera Foundation is committed to a discrimination-free workplace and to providing equal employment opportunities (EEO) to all employees and applicants for employment, without regard to race, color, creed, religion, gender, gender identity, sexual orientation, national origin, ethnicity, age, pregnancy, mental or physical challenging condition, marital/family status, amnesty, political affiliation, status as a covered veteran, or other protected characteristic(s) in accordance with applicable federal, state, and local laws.

To apply, please send in your resume and cover letter.