

THE DENVER FOUNDATION – PHILANTHROPIC SERVICES GROUP

SUMMARY DESCRIPTION

The Denver Foundation PSG Intern will work within the department to cultivate cross-departmental relationships that help advance the work of fundraising and stewardship. The intern will be responsible for two unique oversights that are related to stewardship: 1) improve internal workflows to assist with ease of donor research requests and 2) stewardship experience that engages scholarship recipients and donors in a one of a kind interactive meeting. It is anticipated that the intern will gain insight in the importance of the stewardship process and how cultivation of relationships, use of technology, communication, and facilitation of meetings all contribute into the donor experience of fundraising. We are looking for a team member that is willing to take risks, use their creativity in a technical way, grow in their relationship building skills, and have an interest in learning system workflows and providing efficiencies.

RESPONSIBILITIES

Capstone Project (60%)

The intern will work to develop a unique experience that advances the work of racial equity through creatively thinking of how to move scholarship recipients from being recipients into future philanthropists.

- Develop a unique program that brings together donors and scholars in a facilitated meeting led by the intern
- Coordinate interviews of scholarship recipients to capture how they contribute into the work of philanthropy through “The Four T’s” (Time, Testimony, Talent, and Treasure)
- Develop, coordinate, and manage production of short video of scholars and donors to show as collateral for future scholarship recipients
- Conduct research and evaluation of the current status of our scholarship demographics and create plan to engage college students into the field of philanthropy as donors

Workflows for Donor Research Requests & Evaluation Process (40%)

The intern will work to develop and implement a donor research request form into our existing *TDF Connect* donor portal and refine a workflow that creates efficiencies for fundholders and PSG staff.

- Recommend changes to existing Google Form and convert to permanent Laserfiche form that encourages refined requests
- Work cross-departmentally with IT staff to ensure the inquiry intake form and workflow alerts staff and captures the request in LF and Raiser’s Edge

The intern will also work to organize and tag previous research in a searchable way, utilizing TDF’s existing IT infrastructure (Laserfiche).

QUALIFICATIONS:

- Strong skills in MS Office Suite
- Experience with or aptitude for data and process-thinking
- Comfortable with using and engaging in social media platforms
- Interested in learning about The Denver Foundation and its programs
- Ability to work independently and collaboratively
- Able to prioritize multiple projects and manage time efficiently
- Attention to detail and ability to follow-through on projects
- Interest in advancing racial equity as it relates to donor stewardship and fundraising
- Ability to use discretion and exercise confidentiality as it relates to donor specific information

TYPICAL WORK SCHEDULE:

The intern will work 30-35 hours a week within Monday – Friday, 8:30 a.m. - 5:00 p.m. There may be occasional opportunities for an intern to attend events on weekends or evenings.