**ALUMNI ENGAGEMENT INTERN**

**DETAILED POSITION SUMMARY**

**ROLE OF THE ALUMNI ENGAGEMENT INTERN**

Pi Kappa Phi Fraternity is a values-based membership development organization that focuses on building brotherhood through character enhancement, leadership development, academic achievement, commitment to service, lifelong friendship, and social experiences. The Pi Kappa Phi Foundation is serves as the primary channel to connect charitable intentions of Pi Kappa Phi alumni and friends with the desires of today’s student members. The Foundation ensures our exceptional young leaders continue to enjoy uncommonly great opportunities,

The Alumni Engagement Intern is primarily responsible for providing support to the Fraternity and Foundation’s director-level staff in order to ensure the successful execution of Pi Kappa Phi’s engagement and advancement initiatives.

The Alumni Engagement Intern is directly supervised by the Foundation Associate Director and has responsibility for collaboration and communication within other areas of Fraternity and Foundation operations.

**REQUIRED QUALIFICATIONS**

* Current undergraduate or graduate student in the Charlotte area
* Ability to work a minimum of 10 hours per week in the office
* Ability to work independently and in a highly collaborative team environment
* Critical, planning and organizing, administrative, and leadership skills
* Excellent interpersonal skills (both verbal and written) with demonstrated effectiveness in interacting with individuals of various social, cultural, economic, and educational backgrounds
* Ability to manage multiple projects simultaneously requiring close attention to detail

**PREFERRED QUALIFICATIONS**

* Membership in Pi Kappa Phi highly desired

**BENEFITS**

Serving as an intern can be a very fulfilling experience for any Pi Kappa Phi members who are looking for opportunities to get more involved with the National Fraternity, Foundation, and/or seeking experience in a professional work environment. The position represents an opportunity to provide support to the national staff for Pi Kappa Phi’s strategic initiatives, as well as an opportunity to gain a deeper understanding of the Greater Fraternity.

This is a paid intern position, commensurate with experience and with a flexible schedule. Course credit is also available, if applicable.

**RESPONSIBILITIES**

* Provide assistance with the processing and execution of the Fraternity’s recognition programs.
* Assist with administrative office needs as they relate to alumni engagement and advancement, development, and stewardship efforts.
* Assist with overall donor stewardship efforts through verbal and written communication.
* Assist with execution of annual development strategy through donor research and outreach.
* Assist with research and execution of stewardship efforts for National President’s Circle student donor society.
* Exhibit excellent customer service to members of staff, as well as national volunteers, alumni, student members, and friends of the fraternity.
* Model leadership behaviors and the values of Pi Kappa Phi.
* At all times act in a professional manner and as a representative of Pi Kappa Phi.  This includes acting and dressing appropriately, participating in appropriate activities, and confronting inappropriate behavior.
* Other duties as assigned.

**HOW TO APPLY**

Interested candidates should submit a cover letter and resume to Becky Smith, Associate Director, via email to bsmith@pikapp.org**.**

Resume review will begin immediately. Position open until filled.