ROLE OF THE FOUNDATION INTERN

Established in 1942, the Pi Kappa Phi Foundation is the primary way we connect charitable intentions of Pi Kappa Phi alumni and friends with the desires of today’s student members of Pi Kappa Phi Fraternity. The Foundation ensures our exceptional young leaders continue to enjoy uncommonly great opportunities, such as $100,000 in annual educational grants for leadership conferences, merit-based scholarships and academic awards.

The Foundation Intern is primarily responsible for providing support to the Foundation’s director-level staff in order to ensure the successful execution of Pi Kappa Phi Foundation’s development and stewardship efforts.

The Foundation Intern is directly supervised by the Foundation Associate Director and has responsibility for collaboration and communication within Foundation and Fraternity 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 thinking, planning and organizing, administrative, and leadership skills
- Excellent interpersonal skills (both verbal and written) with demonstrated effectiveness in interacting with individuals of various backgrounds
- Ability to manage multiple projects simultaneously requiring close attention to detail
- Interest in fundraising / sales

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 or Foundation, and/or are seeking experience in a professional work environment. The position represents an opportunity to provide support to the national staff for Pi Kappa Phi Foundation’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.
DUTIES
• Assist director-level Foundation staff with overall fundraising and donor stewardship efforts through verbal and written communication, to include:
  o Composition of acknowledgement and fundraising letters and coordination of mailing letters
  o Coordination of National President’s Circle student giving program
  o Coordination of birthday card and first time donor programs
  o Outreach to alumni and/or student donors to gather testimonials and other relevant information
  o Thank you calls to donors / alumni
  o Donor prospect research
  o Support of Founder’s Day of Giving
• Assist with charitable gift management through:
  o Data entry / gift maintenance and corrections
  o Pledge tracking and coordination
  o Monthly gift reconciliation
• Assist with Scholarship program administration.
• 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.