Job Listing: Development Intern

Location: Remote until further notice, office located in Atlanta, GA

Department: Development

Term: Spring 2020 with possibility to extend

Compensation: Unpaid Internship

The Organization:

The Piedmont Park Conservancy is a member and donor-funded nonprofit organization working in partnership with the city of Atlanta to ensure Piedmont Park is an iconic park for all neighborhoods of metro Atlanta. Since 1989, we have invested over $66 million in capital improvements for Piedmont Park. Today, the Conservancy requires over $3.5 million dollars in donations every year in order to manage and enhance Piedmont Park and its programs.

The Conservancy contributes to the Park’s beautification through detail-focused landscaping, volunteer projects and capital improvements. Major concentration areas include the Active Oval, dog parks, pool, EnviroVentures Camp, tours, facility rentals, Green Market and field trips. Additionally, we consult on best management practices for Park events and festivals to protect Piedmont Park and ensure a positive experience for all users.

The Conservancy makes Piedmont Park so much more than a greenspace; we provide an experience.

The Position:

The development staff at the Conservancy is seeking a student with an interest in nonprofit development or other relevant fields to work with our team. The ideal candidate will have a passion for greenspace, nonprofit work, and fundraising. This program will provide strong entry-level training into fundraising and will include duties such as, but not limited to:

- Donor Services/Operations
  - CRM/Database management including data entry, gift recording, and data sorting
  - Gift acknowledgment processes
  - Mass mailing for acknowledgments, campaigns, and events
  - Financial reporting and reconciliation
- Individual Giving
  - Committee management with our Young Professionals for Piedmont Park
  - Major gift prospecting
  - Donor cultivation & stewardship
- Grants
What you will learn:

The chosen candidate will learn the basic foundation necessary to begin a career in nonprofit development. Skills will be developed in database work so that the candidate will leave with the knowledge of how to properly record gifts and other relevant data; and how to use this data to effectively fundraise around individual giving campaigns, annual giving, and other areas of fundraising. In addition, the candidate will gain a full understanding of the proper ethics around giving; this will include the full acknowledgment process in compliance with IRS regulations and best practices of proper donor stewardship. Basic skills will be developed such as report drafting and mail merging. The candidate will also learn the basic management of individual giving programs and institutional giving.

Eligibility Requirements:

- Junior, senior, or recent graduate of undergraduate, or graduate level at an accredited university
- Atlanta and metro area residents preferred
- Ability to commit to 15 to 20 hours a week
- Must be able to pass a background check and e-verification
- CRM experience a plus but not required

To Apply:

Please email resumes and cover letters to Ansley Henson, ahenson@piedmontpark.org. Interviews will be conducted through October.