**Philanthropic Services Internship Program**

The Erie Community Foundation’s mission is to inspire, engage and empower donors and communities across the region, today and tomorrow.

The Philanthropic Services Team works directly with current and prospective donors to fulfill this mission. Our Internship Program gives students the opportunity to gain valuable experience working with donors and stakeholders, as well as gain an understanding of philanthropy and how it impacts our community. The Erie Community Foundation is a collection of charitable endowments operating under the administrative umbrella of a single public charity.

**Primary responsibilities include, but are not limited to:**

1. Assisting with donor events, seminars, and receptions
	1. Manage the donor database with contact information and updates
	2. Event invite process; mailings and tracking
2. Assisting and supporting departmental communications to donors and professional advisors, primarily via email and newsletters
3. Managing excel databases and integrating them into the CRM system
4. Assisting in all activities that support Affiliate Organizations and Affinity Funds;
	1. Erie Women’s Fund
	2. Emerging Erie Fund
	3. LGBT Fund
	4. North East Community Foundation
	5. Union City Community Foundation
	6. Corry Community Foundation
	7. Findley Lake Community Foundation
5. Assisting with various projects throughout the organization which may include assembling presentation materials for meetings and general administration
6. Interface and collaborate with all other Foundation departments (Finance, Marketing, and Community Impact) to understand the role that Philanthropic Services plays in overall success
7. Collaborate with Foundation projects such as our annual meeting and Erie Gives
8. General administrative support

Upon completion of internship, the successful candidate will gain work experience and professional skills that will be invaluable in any career requiring exemplary client service and care, specifically in the areas of personal finance management, public relations, and development.