

Position/Title: Development Internship, Part Time \$15/hour

Start Date: February 15 - May 15

Application Deadline: January 6, 2023

Contact: Send resume and cover letter to
Development@cityparksfoundation.org

ABOUT CITY PARKS FOUNDATION

City Parks Foundation (CPF) is the only independent, nonprofit organization whose mission is to offer programs in public parks throughout the five boroughs of New York City. At CPF, we are dedicated to invigorating and transforming parks into dynamic, vibrant centers of urban life through arts, environmental education, sports, and community building programs for all New Yorkers. Our ethos is simple: we believe thriving parks mean thriving communities.

- We produce *SummerStage*, the largest free, outdoor performing arts festival in NYC, presenting world-class artists from across the globe and our own neighborhoods on our mainstage in Central Park and in local parks in all five boroughs, and our Swedish Cottage Marionette Theatre and roving PuppetMobile present marionette puppet theater throughout New York City.
- Partnerships for Parks, a public-private program of City Parks Foundation and NYC Parks, supports and champions a growing network of community leaders who care and advocate for the transformation of our neighborhood parks.
- We connect NYC kids to nature in the urban environment through progressive, experiential teaching. Using parks as classrooms, we provide learning experiences and hands-on activities in urban forests, coastal areas, and gardens.
- Free golf, tennis, track & field, soccer, and fitness programs bring high-quality instruction and equipment into areas where few organized athletic opportunities exist. We offer leveled training, year-round scholarship coaching, and special pro events.

POSITION SUMMARY

City Parks Foundation's (CPF) Development Department offers internships designed to promote professional development and skills training. The Development Department manages many fundraising programs and this internship will focus on the portfolios of Individual Giving and Institutional Giving, as well as our SummerStage Membership programs and fundraising events. Working in a fast-paced office with both Individual Giving and Institutional Giving teams, the intern will gain valuable professional experience supporting CPF's free performing arts, sports, community engagement, and environmental education programs in New York City parks.

Interns must be available to work a minimum of 15 hours/week between February and May. Start and end dates are flexible. This is a paid, hourly position and may qualify for academic credit. This role will begin hybrid (1-2 days a week in office) with the possible option to transition to remote (fully from home).

RANGE OF DUTIES

- General support for CPF's SummerStage membership and Individual Giving campaigns as well as CPF's Tennis Benefit at the US Open and Dinner & Concert at SummerStage fundraising events;
- General support for the Institutional Giving portfolio;
- Conduct donor prospect research;
- Assist with data entry in Salesforce database;
- Draft acknowledgements letters;
- Organize Google Drive documents and folders;
- Work with program staff to collect testimonials from program participants;
- Additional tasks may be assigned based on intern interest and professional development goals.

QUALIFICATIONS

- Must be able to work independently and remotely, using a personal computer equipped with wifi, camera and microphone for video conference calls;
- Must demonstrate strong written and verbal communication skills, and have strong organizational skills and attention to detail;
- Must have working knowledge of Google Drive Apps;
- Development, membership, or fundraising background preferred (academic or past internship experience);
- Must be a student currently enrolled in a college or university.

CONTACT

Interested parties should email a cover letter and resume to: Development@CityParksFoundation.org. Put "Spring Development Internship" in the subject header.

Thank you for your interest in City Parks Foundation, an equal opportunity employer. Only potential candidates will be contacted. No calls, please.