



Position: Development Intern | Spring 2018

Reports to: Director of Development & Development Officer

Intern Summary

Philadelphia Film Society creates opportunities for diverse communities to experience film through initiatives that inspire, educate, challenge and entertain.

The Philadelphia Film Society is seeking a development intern to assist in all aspects of individual giving, including membership, donor research, and the annual fund. The position is ongoing, and the term will be set by mutual agreement. The intern will also perform a variety of development-related administrative duties as assigned.

Responsibilities

Some of the tasks include, but are not limited to:

- Support PFS staff at Membership events such as Sneak Preview Screenings.
- Become proficient in Patron Manager with an emphasis on memberships and reporting
- Support PFS staff in administrative duties such as outreach, mailings, and follow-up communications
- Supporting staff efforts to grow PFS's membership and donor base, including direct contact with current and prospective members
- Providing basic donor profiles through prospect research
- Assisting with cultivation and stewardship events and activities

Time Requirements

- Internship Term: January-May 2018
- 2 days/week in office + some evenings
- Hours in Office: 11am-5pm

Job Requirements

- Ability to work in fast-paced, deadline-oriented environment
- Excellent oral and written communication skills
- Proficient in Google Docs and Microsoft Office, including Word, Excel, and Powerpoint
- Ability to work independently
- Experience in database management systems a plus
- Experience in Patron Technologies/Salesforce a plus
- Very strong interpersonal skills; Comfortable talking to new people
- Ability to work proactively and independently under direction
- Proficiency in Microsoft Office, particularly Excel. Familiarity with MailChimp helpful
- Interest in learning donor cultivation and tracking software
- Availability to attend evening screenings preferred (if needed)

Compensation: Unpaid, College Credit Available

To Apply: To apply, send cover letter and resume to internships@filmadelphia.org.