

## **SPRING 2022 - DEVELOPMENT INTERN**

Department: Development (Fundraising)

Reports to: Membership Manager

FLSA: Non-Exempt



Transforming Philadelphia through the power of film.

As the producer of the Philadelphia Film Festival and creative force behind the Philadelphia Film Center, PFS Bourse Theater, and PFS Drive in at the Navy Yard, the Philadelphia Film Society (PFS) raises awareness of film as an important art form in Philadelphia and serves as a vital piece of the city's arts and culture community.

### **ABOUT THE PHILADELPHIA FILM SOCIETY**

The Philadelphia Film Society (PFS) is a 501(c)(3) member-supported nonprofit arts organization that creates opportunities for diverse communities to experience film through initiatives that inspire, educate, challenge, and entertain. PFS is the region's foremost resource for film presentation and education, and is committed to presenting film as a transformative and powerful medium for artistic expression and a catalyst for strengthening community. As the producer of the Philadelphia Film Festival and creative force behind the Philadelphia Film Center, PFS Bourse Theater, and PFS Drive-In at the Navy Yard, PFS raises awareness of film as an important art form in Philadelphia, and serves as a vital piece of the city's arts and culture community. And each October, PFS curates the Philadelphia Film Festival, which showcases more than 100 feature length and short films, welcoming filmmakers and fans from Philadelphia and around the world.

### **ABOUT PHILADELPHIA FILM SOCIETY INTERNSHIPS**

PFS internships are unpaid positions, offered for students who are seeking an opportunity to earn college credit while receiving hands-on experience working with an arts nonprofit.

The PFS Development intern will work directly with membership & development staff in carrying out the organization's fundraising goals. They will have the opportunity to work with development professionals and gain experience in fundraising methods as well as in the use of premium industry software & tools.

### **PRIMARY DUTIES AND RESPONSIBILITIES**

- Support the Development Department in carrying out PFS's year-round donation, membership, and special-events fundraising goals
- Maintain a working knowledge of PFS's membership program & benefits
- Maintain and update customer & donor databases
- Process development transactions as needed, including:
  - Donations
  - Memberships
  - Event Tickets
- Carry out various research & outreach projects
- Assist with fundraising and other events
- Assist in other various development tasks as needed
- Philadelphia Film Society Spring Festivals:
  - **Two weekend Festivals in Early Spring**
  - Remain updated on Festival events, updates, and developments
  - Assist patrons, members, and staff at Festival venues & events as needed
  - Attend Festival meetings as necessary

#### **PHILADELPHIA FILM SOCIETY**

**Philadelphia Film Center | PFS Bourse Theater | Philadelphia Film Festival**  
1412 Chestnut Street | Philadelphia, PA 19102 | [www.filmdelphia.org](http://www.filmdelphia.org)

## **SKILLS**

- Ability to work in fast-paced, deadline-oriented environment
- Proficiency in a variety of technical applications, especially:
  - Google Workspace
  - Microsoft Office Suite, particularly Excel
  - Familiarity with ticketing and CRM software (Salesforce/PatronManager, DonorPerfect, Agile Ticketing) is a plus
  - Familiarity with MailChimp is a plus
- Ability to work proactively and independently under direction
- Excellent interpersonal skills, with proficiency in both oral and written communication

## **QUALIFICATIONS**

- Currently enrolled student who is earning credit through their school for their internship with PFS
- Availability to work 11:00 AM - 5:00 PM, two days a week, for the Internship Term: January - May, 2022
- Availability to assist with weekend events, when needed

The information in this job description indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job, nor is it to be interpreted as a contract for employment. PFS is an Equal Opportunity Employer. Recruitment, hiring, promotions and other terms, conditions and privileges of employment shall be maintained in a manner which does not discriminate on the basis of age, race, creed, color, national origin, sex, sexual orientation, gender expression, marital status, physical or mental disability, veteran status, or military status, or in violation of any applicable Federal, state or local legislation.

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**PFS Bourse Theater | Philadelphia Film Center | Philadelphia Film Festival**

1412 Chestnut Street | Philadelphia, PA 19102 | [www.filmadelphia.org](http://www.filmadelphia.org) | 267-239-2941 | [info@filmadelphia.org](mailto:info@filmadelphia.org)