

## POSITION DESCRIPTION

JOB TITLE:	North Texas Giving Day Fellow/Intern	STATUS:	Hourly
REPORTS TO:	Nonprofit Relations Associate	HOURS:	Full-time - Temporary
DEPT:	North Texas Giving Day	DATE:	May 20 - September 30, 2019

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### **CFT Vision**

To build thriving communities for all

### **CFT's Mission**

CFT stimulates creative solutions to key challenges in our community. We thoughtfully and effectively support our diverse donors and grantees by providing exemplary service and by demonstrating accountability. We improve lives through an unwavering commitment to lasting impact.

### **CFT's Values**

Enhancing the experience and impact of giving through:

1. Exemplary service;
2. Wise stewardship of resources; and as a
3. Trusted partner for community knowledge and collaboration.

### **Communities Foundation of Texas**

[Communities Foundation of Texas](#) is a catalyst for thriving communities with 3 goals:

- 1) Growing giving,
- 2) Catalyzing change in critically important areas such as education, health and public safety and
- 3) Strengthening the local philanthropic sector of donors and nonprofits.

CFT's enhances the experience and impact of giving for individuals, families, companies, foundations and nonprofits by offering charitable tools like donor-advised funds, scholarships, [North Texas Giving Day](#) and more. CFT programs include [Educate Texas](#), the Working Families Success Network, the W. W. Caruth, Jr. Foundation. Since 1953, CFT has granted more than \$1.8 billion to support nonprofits in our region, across the nation and the world. You can learn more at [www.CFTexas.org](http://www.CFTexas.org), this [overview video](#) and CFT's [latest FY2018 annual report](#).

### **North Texas Giving Day**

Since 2009, [Communities Foundation of Texas](#) has presented [North Texas Giving Day](#), an annual community-wide giving event that has raised more than \$240 million for thousands of local charities through the [www.NorthTexasGivingDay.org](http://www.NorthTexasGivingDay.org) website portal. In 2018, this leading, community-wide giving event raised \$48 million for more than 2,700 nonprofits across the 20-county North Texas region. Take a look at the video recap [here](#).

## **North Texas Giving Day Fellow/Intern**

### **Position Summary**

Communities Foundation of Texas (CFT) believes that where giving thrives, communities thrive, too. To that end, CFT is seeking a summer fellow/intern to assist with developing and executing plans for North Texas Giving Day 2019. The fellow/intern is responsible for assisting the Giving Day team in implementing North Texas Giving Day strategies, plans, events and programs to increase regional awareness and positive recognition of Giving Day and CFT.

### **Key dates:**

- **Mid May:** Preferred start date
- **May 23-June 7:** Nonprofit Kickoffs with 1,000+ nonprofits in Collin, Denton, Dallas, Grayson and Tarrant Counties
- **September 10:** Celebration of Giving Event
- **September 11:** Freedom Day Volunteer Event
- **September 14:** Freedom Day Family Service Day, NorthPark Center event, other key regional events
- **September 19:** North Texas Giving Day. The day's work may begin before 6am and will potentially run through 1am the next day, with breaks included. Full day-of event attendance is required for the position.
- **September 30:** Ideal candidate could stay on through the end of September to help with post-event wrap up.

### **Key Responsibilities**

This is an outstanding opportunity to play a critical role in helping CFT expand and grow the impact of North Texas Giving Day throughout the North Texas region. This position will provide day-to-day facilitation of critical customer support (including nonprofits and donors), event planning, and additional key responsibilities including:

- **Customer Support:**
  - Assist with nonprofit registration
  - Support nonprofit organizations with exemplary customer service via the helpdesk
  - Assist the North Texas Giving Day team with nonprofit engagement activities such as kickoffs, trainings and other events
  - Help build awareness of nonprofit prizes
  
- **“Day-Of” Event Support:**
  - Help manage onsite and offsite events and volunteer activities
  - Assist with event tasks and coordination
  - Assist with volunteer coordination for multiple “day-of” and regional events leading up to September 19
  - Assist with prize logistics and awarding
  - Help manage collateral for events (t-shirts, stickers, and marketing materials)

- **Community Partnership Development:**
  - Represent the foundation at community events and serve as a North Texas Giving Day ambassador
  - Solicit retail outlets, businesses and restaurants to advocate North Texas Giving Day
  - Help activate and engage local companies in coordination with the Director of Sponsorships and Nonprofit Relations
  - Research and promote the North Texas Giving Day movement by championing broad-based, community-wide engagement and outreach to community and neighborhood groups, elected officials, city councils, chambers of commerce, student volunteers, houses of worship, PTAs, and businesses

**Other duties as assigned** and general support to team as needed; including post event tasks

#### **Qualifications**

- Bachelor's degree (or working towards degree)
- Nonprofit or related work experience strongly preferred
- Knowledge of and familiarity with the local nonprofit sector

#### **Skills & Requirements**

- Commitment to the mission of furthering charitable giving
- Strong interpersonal and relationship building skills
- Excellent communicator: verbal, written, and presentations
- Highly organized with great attention to detail and accuracy
- Demonstrated strategic thinking skills combined with the ability to implement effective plans
- Ability to forecast potential risks and challenges and develop plans to prepare and respond
- Flexibility and the ability to work autonomously while also able to take direction as needed
- At ease with ambiguity. Can handle undefined assignments and self-motivate to reach goals.
- Ability to work successfully under pressure, handle competing priorities and keep a sense of humor
- Valid state issued drivers' license

**Disclaimer:** The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of all employees within this class.

**Accommodations:** Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

*CFT's future success is premised upon delivering exemplary service, demonstrating accountability, and producing meaningful results. By expanding its community knowledge, committing itself to high-quality service, and focusing its discretionary grantmaking, the foundation can actively engage with donors and nonprofit organizations in new ways. The result will be empowered charitable giving and energized philanthropy that contribute exponentially to a stronger community.*

**If interested please send your cover letter, resume, portfolio and salary requirements to:**

[careers@cftexas.org](mailto:careers@cftexas.org)