

## Internship

The Pat Tillman Foundation (PTF) unites and empowers remarkable military veterans and spouses as the next generation of public and private sector leaders committed to service beyond self. Inspired by Pat Tillman, who proudly put his NFL career with the Arizona Cardinals on hold to serve his country, family and friends established the Pat Tillman Foundation following Pat's death in April 2004 while serving with the 75th Ranger Regiment in Afghanistan. Over the last 18 years, the Pat Tillman Foundation has supported over 750 Tillman Scholars as they've furthered their education and increased their professional impact in the world.

For more information on the Pat Tillman Foundation, please visit <https://pattillmanfoundation.org>.

### About the Internship Opportunity

PTF's Development (Fundraising) and Operations teams seeks an undergraduate college student local to Chicago who is passionate about giving back to others and would be excited to work for an organization that serves a diverse community of active service members, veterans, and military spouses. This is a fantastic opportunity to work on site in Chicago's downtown (the Loop) at PTF's national headquarters, and learn the fundamental aspects of Development and Operations at a national not-for-profit.

The 'Dev-Ops' Intern will work closely with the Development and Operations Teams based in Chicago. The intern will report to PTF Development Manager Roger Zamora. Acknowledging a typical college student's calendar, this role requires a minimum commitment of 15 hours per week, most (if not all) on-site and in-person during standard office hours. The position begins in May of 2022 and runs uninterrupted through the end of the calendar year, with the possibility for renewal in 2023. Compensation for the remainder of 2022 is \$15 per hour.

This individual will work primarily to support and expand the impact of the Foundation's donor recognition and stewardship programs. The position will offer a great opportunity to gain experience in donor management, researching prospects for investment, and operational project management.

### Candidate Profile

- Strong interpersonal skills and a customer-service mindset
- A commitment to getting even the smallest details correct every time
- A willingness to ask questions, and be open to coaching and personal growth
- Ability to multi-task and work independently or in groups
- Comfort with computers; Database experience is a plus
- Developed writing and research skills and a desire to be an even better communicator
- Being on time and bringing positive energy to a professional work environment
- Curiosity about career paths in the non-profit sector
- A commitment to serving the greater good in ways small and large

### Job Duties

- Input donor information into our Customer Relationship Management (CRM) platform (Salesforce)
- Assist with weekly gift processing, scanning, mailings, filing, and special projects related to donor management and tracking

- Assist in drafting donor correspondence, gift reports, and proposals
- Conduct research on potential donors, strategic partners, markets and industries
- Prepare and send thank yous, tax receipts and other donor stewardship items
- Assist Operations team in revenue reconciliation and other audit-related tasks
- Assist in office management and human resource daily operations and tasks
- Represent PTF at select events that showcase PTF around the Chicagoland area

To apply:

1. **Please write us a letter.** Introduce yourself to us. Pay particular attention to proofreading and formatting your document. Start by telling us:
  - Where you currently live in the Chicagoland area
  - Where you went to high school and which was your favorite class or activity
  - Where you attend college, what degree you are pursuing, and your expected graduation year
2. Second, respond to, at minimum, FIVE of the following questions, in any order you choose. You may answer as many as you like, but make sure you choose at least five.
  - What are the three biggest responsibilities in your life today? How do you balance them?
  - If you held this internship, what would you hope to learn?
  - When you have a major assignment coming up for a college class, how do you organize yourself to get it done?
  - On a scale of 1-10, how organized are you? Explain your answer and give us examples from other responsibilities in your life.
  - What three words would people who know you well use to describe you to us?
  - Give us an example of a time when you were called upon to be a leader. What did you learn from it?
  - Do you have family members who are active military or veterans of the armed forces?
  - Have you heard of Pat Tillman before? If yes, what did you know?
  - What is something about the work of the Pat Tillman Foundation that resonates for you?
  - Have you ever raised money for a cause before? If yes, how did you do it?
3. Email a PDF of your letter to: [jobs@pattillmanfoundation.org](mailto:jobs@pattillmanfoundation.org). Please put "Dev-Ops Intern" in the subject line.

Thank you for considering this opportunity, we look forward to meeting you!

*The Pat Tillman Foundation is an equal opportunity employer fully committed to creating an environment and team that represents a variety of backgrounds, perspectives, styles, and experiences. We encourage all to apply because we believe a diversity of voices leads to better discussions, decisions, and outcomes for everyone. PTF does not discriminate on the basis of race, color, national origin, religion, sex, disability, age, sexual orientation, military status, veteran status, genetic information, gender identity, or any other characteristic protected by applicable federal, state, or local law.*