



## **World Affairs Council Fellow**

The World Affairs Council's mission is to convene and connect people around global issues to build a thriving, competitive, and inclusive Pittsburgh. Serving more than 2,500 students and 1,500 community members each year, the Council has established itself in its more than 90-year history as a regional asset in global learning. We envision a globally minded and globally connected world that is equitable and just for all.

### **Position Summary**

Reporting to the Senior Director for Growth Strategies and working closely with the President and CEO, the Fellow is responsible for supporting activities that advance our development strategy, especially around individual giving, corporate sponsorships, and special events. Our fundraising efforts are both strategic and tactical, requiring the team to think big while minding all the details. The ideal candidate has a clear interest in development, strong writing skills, and direct experience in development operations and/or events.

To attract and retain the very best talent and ensure a work life balance, we offer flexible scheduling of working hours. This position is full-time at 40 hours per week and will be a combination of remote and in-person work with some program activities taking place on select evenings and weekends. If you meet the qualifications but require a part time schedule, please let us know in your cover letter and we will take this into consideration and adjust the salary accordingly.

Candidates who are immigrant-origin, BIPOC, multilingual, and/or have diverse cultural and lived experiences are strongly encouraged to apply.

### **You're Excited About This Opportunity Because You Will...**

- Work closely with the leadership team to implement our development plan
- Stay up-to-date with best practices, trends, and research regarding fundraising strategies and donor engagement
- Conduct research on prospective and existing donors, recording all notes in the Council's CRM and preparing donor portfolios
- Support the design and execution of two annual, multi-channel fundraising appeals
- Monitor our annual fundraising events by tracking sponsorship and tickets toward goal
- Maintain accurate, segmented donor distribution lists
- Help with the successful implementation of targeted efforts like growing our monthly donor base, advancing our major gifts initiative, and building out corporate partnerships
- Attend select funding meetings to represent our team
- Assist with all gift processing and donor acknowledgment
- Spearhead data input, ensure data integrity, accuracy in records, and reports in the CRM
- Support with event planning to ensure cohesion from programs to gifts

## We're Excited About You Because You Have...

- Nonprofit development experience and/or worked in event planning
- Excellent written communication skills, including the ability to adapt writing between formal proposals and informal individual communications
- Fresh ideas you proactively bring to the team, are open to feedback on those ideas, and persistent enough to bring them to life
- The skills to thrive in a collaborative, evolving environment
- Genuine interest in global issues (e.g. diplomacy, human rights, climate, immigration)

## Other Specifications

- Valid driver's license and ability to provide own transportation for work-related travel is required.
- A laptop or personal computer, reliable access to WiFi, and phone are required.

## Compensation and Benefits

- Salary is in the \$38,000 to \$42,000 range, based on experience
- Competitive insurance package
- Generous paid time off, including Federal Holidays and personal days
- Professional development opportunities
- Flexible remote work environment

## Organizational Core Values

<b>INCLUSION</b>	We celebrate and embrace diverse lived experiences. We invest in relationships, elevate youth voice, and value all perspectives because we know a collaborative approach to our work is necessary to embody antiracism and pursue equity.
<b>INQUIRY</b>	We lead with curiosity. We ask questions and prioritize reflection as we strive for continuous improvement. We allow ourselves and those around us to be vulnerable in the pursuit of learning and growth.
<b>INITIATIVE</b>	We take action to solve problems. We meet challenges with a “can do” attitude, push ourselves to reimagine what could be, and take smart risks to find new opportunities and ways to be of service to others.
<b>INTEGRITY</b>	We build on a foundation of trust and reliability to consistently deliver quality. We take the time to prepare, hold ourselves and those around us accountable, and take a mindset of alignment and shared purpose into everything we do.

## To Apply

To apply please email [careers@worldpittsburgh.org](mailto:careers@worldpittsburgh.org) with “Fellow” in the subject and include:

- Resume and cover letter that states your salary requirements and available start date

*The World Affairs Council of Pittsburgh is proud to be an equal opportunity employer. We are committed to a culture of inclusion that celebrates and recognizes the strength in our diversity. We do not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, marital status, age, disability, national or ethnic origin, veteran status, or any other characteristic protected by law.*