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# School of Planning, Public Policy and Management

# Internship Posting Form

Use tab or arrow keys to move between fields.

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| Term of Internship: Internships are offered each quarter. Students who want to receive academic credit must secure their internships in the term prior to the start of the internship. You may submit a posting at any time. The date in parenthesis indicates your deadline for submitting a posting that would be eligible for academic credit. Indicate the academic term(s) or “ongoing” if the internship is continually available.  |
| Fall (Aug. 15) [ ]  Winter ( Nov. 1) [ ]  Spring (Feb. 1) [ ]  Summer (May 1) [x]  **Ongoing beginning Summer or Fall 2020 and continuing through Spring 2021** |

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| Organization Information |
| Name of Organization | KLCC Public Radio Foundation/KLCC |
| Street Address | 136 W. 8th Ave.  |
| City, State Zip Code | Eugene, OR 97401 |
| Web Site | <https://www.klcc.org/klcc-foundation> |

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| Contact Information |  |
| Site Supervisor | Ronnel Curry  |
| Title | KLCC Director of Philanthropy, Foundation Board Administrator |
| E-mail Address | curryr@lanecc.edu |
| Phone | 541.463.6005 |

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| Description of Organization: Brief summary of organization or work unit.  |
| **The KLCC Public Radio Foundation** exists to build support for KLCC and maintain KLCC as a strong and valuable resource for our community. Our primary roles are in fundraising, advocacy, and outreach. We are not a governing board for the station but rather a fundraising board. This is a relatively young organization (2016) and as such is still formalizing policies and practices. Board members support the mission of KLCC:  To engage the mind, enrich the spirit, and deepen understanding of our community and our world. |

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| Internship Position Title & Number of Openings  |
| Position Title: Development Intern | Number of Openings: 1 |

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| Pay: Indicate if internship is paid. If so, please state the hourly wage or stipend. |
| Yes X | Hourly Wage:  | Stipend: $2,000/term  |

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| Hours: The academic term is 10 weeks. Note: A minimum of 9-12 hours/week is necessary to support student academic credit requirements.  |
| Anticipated hours/week: 9-12 |

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| Internship Description: What will the student learn? That is, what will the student be able to do by the end of the internship period? What transferable skills will the student develop? What activities, responsibilities, and tasks will support student growth in developing skills and knowledge? If the internship involves a project, describe type and scope. In what ways will the student to be mentored and supervised during the internship? Please indicate if travel is required. Note: A 9-12 hour/week internship equates to 2-3 weeks of full-time work (90-120 hours total during a 10-week academic term.) When identifying tasks and responsibilities, consider how much a student can successfully accomplish during the time span of the posted internship opportunity. |
| The student will learn about major gift fundraising and the mechanics of building donor relations by * supporting major giving efforts through data management and written communications such as donor thank you letters, solicitations, donor prospecting, and spreadsheet/database.
* assisting with donor engagement activities including Breakfast and Broadcasting, receptions, and recognition events.
* helping promote giving methods such as estate planning.

A portion of the student’s work will be with KLCC staff and a portion of the student’s work will be with the KLCC Public Radio Foundation. Through this balance, the student will learn about working with a fundraising board and how non-profit foundations operate.The student may attend board and may also attend some committee meetings. Depending on interest and organization need, the student may also work on a grant calendar, grant applications, events, branding, targeted campaigns, or other projects.In accordance with state and federal recommendations, this position will be a mix of remote and in-person (with strict physical distancing) work. When in-person meetings are unadvisable, the position will be supported and supervised through a combination of phone and video calls. When regulations allow for in-person work, physical distancing, masks, and other techniques will be implemented and followed to support safe working conditions. The organizational physical distancing plan will be shared with the selected intern during the onboarding process. Adjustments will be made as needed to support the safety and successful work of the intern and the foundation.  |

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| Qualifications: Describe the general knowledge and skills required. Note any preferred skills. |
| **General knowledge and skills required**: Solid computer skills (Word, Excel)Professional writing Some experience with boards is preferable but not requiredInterest in high-dollar fundraising and some fundraising experience preferredComfort working in flexible systems and taking initiative  |

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| PPPM Preference: Is this internship open to PPPM students only? |
| Yes: [ ]  **No: x** |

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| Student Application Procedure & Deadline |
| **x E-mail cover letter and résumé to site supervisor** | Specify an application deadline or a date for first review/consideration. Applications are typically open for 2 weeks.  |
| Other:  | Application Deadline: **May 29, 2020 for first consideration. Open until filled.** |