



**Job Title:** Development & Philanthropic Services Intern

**Status:** Part-Time, 15-20 hours per week; non-exempt

**Date:** March 2026

**Reports To:** Vice President of Development & Philanthropic Services

### **ORGANIZATIONAL MISSION**

To enhance the quality of life for our citizens now and for future generations by building community endowments, meeting needs through grantmaking, providing leadership, and promoting collaborations on community issues.

### **PRIMARY PURPOSE OF INTERNSHIP**

The Community Foundation of the Ozarks is seeking a motivated student intern to assist the CFO's Development & Philanthropic Services department to provide hands-on administrative, research, and stewardship support for donor, agency partner, affiliate, and development initiatives in alignment with the Community Foundation of the Ozarks' mission, vision and values. This internship is ideal for students who have a strong interest in nonprofit and philanthropic initiatives and who are eager to learn how community-focused organizations create meaningful change.

Interested students: Please submit a cover letter, and resume and employment application to Ashley Silva, Vice President of Development & Philanthropic Services at [asilva@cfozarks.org](mailto:asilva@cfozarks.org). Date of first consideration is March 31. If you have questions, please e-mail or call Ashley Silva at 417-864-6199

### **DUTIES**

Assist the Development & Philanthropic Services department with the following:

- Planning, preparation, and stewardship touchpoints for funds
- Maintain updated donor and agency partner fund packets for internal and external use
- Provide general database support including updating contact information for constituents, generating reports, and fund summaries.
- Support website updates related to agency partners
- Compile, track, and help coordinate submission of beneficiary reports for Designated Endowment funds.
- Investigate discrepancies between agency fund profiles and listed fund advisors to improve data accuracy and newsletter outreach
- Assist with audits of agency funds to confirm appropriate fund types and coding.
- Cross-check Legacy Society members with deceased donor records
- Scan and upload Legacy Forms into donor profiles and opportunities
- Assist with mailings, including new Donor-Advised Fund (DAF) welcomes and fiscal-year reminders
- Update grant type fields for grantees
- Audit Charity Check Overrides for accuracy

- Provide coverage support during staff leave periods (e.g., forwarding thank-you letters, assisting with anniversary mailings, grant research)
- Review and confirm affiliate meeting dates, locations, and frequency
- Maintain and update affiliate meeting calendars
- Assist with onboarding new funds from the field.
- Explore and document options for tracking planned gifts in C-Suite
- Support advisor outreach and stewardship efforts
- Assist with projects related to Development or Professional Advisors Council initiatives as assigned
- Other duties and responsibilities, as assigned.

**POSITION EXPECTATIONS**

- 15-20 hours per week
- It is anticipated that the internship will start in April 2026 and end in August 2026
- Rate of compensation: \$16 per hour
- Must possess a valid driver's license and have a good driving record.

**KNOWLEDGE, SKILLS, AND ABILITIES**

- Proficient with Microsoft Office Suite.
- Technical capacity to learn and understand database systems, spreadsheets, and reporting tools and/or willingness to learn quickly
- Excellent customer service skills.
- Strong time management skills.
- Strong attention to detail and organizational skills
- Interest in nonprofit management, philanthropy, fundraising, or database administration
- Ability to manage multiple projects with varying deadlines
- Demonstrated professionalism when handling confidential information

**PHYSICAL CONTEXT AND WORK ENVIRONMENT**

Physical Requirements	Percentage of Work Time Spent on Activity			
	0- 24%	25- 49%	50- 74%	75- 100%
<b>Seeing:</b> Must be able to see to read documents/ reports and use the computer.				X
<b>Hearing:</b> Must be able to hear well enough to communicate with staff, donors, vendors, and the general public.				X
<b>Sitting:</b> Must be able to sit for long periods of time.			X	
<b>Standing/Walking:</b> Must be able to move about the work area.		X		

<b>Climbing/Stooping/Kneeling:</b> Must be able to stoop or kneel to pick up items off the floor.	X			
<b>Lifting/Pulling/Pushing:</b> Must be able to lift 20 pounds with or without reasonable assistance.	X			
<b>Grasping/Feeling:</b> Must be able to type, handle documents, and use equipment and electronic devices.				X
<b>Driving:</b> Must be able to drive locally for work related assignments.	X			

**WORKING CONDITIONS**

This position will be based at the CFO’s Springfield office. The office work environment is usually a well-lighted, environmentally controlled indoor environment with a moderate level of noise. Normal business hours are generally Monday through Friday 8 to 5. This position may be eligible for remote work as agreed upon with supervisor in accordance with organization policies.