grounded
Change rooted in community

Grounded Strategies Fundraising Intern

Location: Hybrid remote
Hours and Compensation: $750 for 15 hours/week or $1,500 for 30 hours/week
Duration: Summer Semester (May-August)

About Us:
The mission of Grounded Strategies is to improve the social, economic, and environmental health of distressed and transitional communities throughout Allegheny County by building capacity to reclaim vacant and underutilized land.

Position Overview:
Grounded is seeking a motivated and creative **Fundraising Summer Intern** to support our Communications & Giving team. This role offers hands-on experience in nonprofit fundraising and donor engagement while contributing to meaningful, community-based work. The ideal candidate is detail-oriented, curious, and eager to learn more about individual giving and donor communications.

Key Responsibilities:

- **Support Fundraising Campaigns:**
  - Assist with the implementation of our spring individual giving campaign
  - Contribute to the planning and coordination of the September benefit dinner
  - Support the early stages of the end-of-year giving campaign
- **Donor Engagement & Communications:**
  - Assist with donor outreach and communication strategies
  - Help maintain and update donor records and materials
- **Event Support:**
  - Assist with tabling at community events and engage the public in Grounded's mission
  - Update and refresh our tabling materials and fundraising collateral as needed
- **Learning & Collaboration:**
  - Engage in self-directed learning about individual giving best practices
  - Participate in informational interviews with Grounded partners and stakeholders
  - Provide creative input to enhance storytelling, campaign materials, and donor experiences
- **Other Duties as Assigned:**
  - Support miscellaneous fundraising, communications, and development-related tasks as needed

Qualifications:

- Passion for community development, environmental justice, or nonprofit work
- Strong writing and communication skills
- Creative mindset with the ability to think critically and collaboratively
- Comfortable talking to new people and engaging in outreach
- Willingness to learn and take initiative
- Experience with Google Workspace, Canva, or CRM software is a plus but not required
- Availability to occasionally work evenings or weekends for events

How to Apply:
Send your resume and a brief cover letter to skylar@groundedpgh.org by **Wednesday, April 16.**

Candidates who have lived experience in historically marginalized communities—especially those impacted by vacancy, disinvestment, or environmental injustice—are strongly encouraged to apply. We recognize this experience as expertise.