Development Internship

ABOUT SPUR
SPUR is one of North America’s preeminent urban planning and public policy organizations. Through research, advocacy and public education, SPUR promotes good planning and good government. SPUR is a member-supported nonprofit organization.

COMMITMENT
Weekdays: M/W/F or T/Th
Location: SPUR Urban Center, 654 Mission Street, San Francisco
Hours per week: At least 14 hours a week
Duration: 3 months minimum
Start Date: Immediate
Reports to Donor Steward Associate

ESSENTIAL FUNCTIONS

Administrative Support
• Generate confirmations, invoices, thank-you letters, RSVP lists reports; handle follow-up correspondence.
• Assist with high-level volunteer event committee meetings and Communication.
• Assemble packets, envelopes, invitations.

Event logistics and day-of coordination
• Prepare by performing inventory and gathering supplies
• Lead volunteers on event day by assigning tasks and providing support
• Setup boards, registration, and decorations at events
• Support SPUR’s 2014 Good Government Awards

Other duties as assigned
• Communicate with vendors
• Handling phone calls and emails
• Management of special projects and research opportunities

PREFERRED KNOWLEDGE, SKILLS AND ABILITIES
• Highly detail-oriented
• Office Skills, preferably knowledge of Word and Excel to mail merge, and database experience
• Familiarity with online databases (eTapestry, Salesforce etc.)
• Strong communications skills, both verbally and in writing
• Experience with managing multi channel marketing campaigns (social media, print, email) with measured results
• Ability to independently manage workflow but also thrive in a team environment
• Ability to lead volunteers
• Ability to comfortably lift 30 lbs.
• Interest in cities, public policy and urban issues

CONTACT
To apply, send your Cover Letter and Resume to Briana Bixby & Zoe Hatziantoniou, Research & Volunteer Coordinators, with the job title in the subject line, at internship@spur.org.