



POSITION DESCRIPTION: Development Intern

Friends of the High Line (FHL) was formed in 1999 by residents in the West Village and Chelsea to preserve the historic High Line structure for reuse as an elevated public open space through the federal rail-banking program. FHL has launched a capital campaign to raise \$50 million in private funding. Construction of this unique park, almost 1.5 miles long, spanning 22 blocks from Gansevoort Street to 34th Street, began in April 2006, and the first section is scheduled to open in 2008.

The Development Intern provides general support to FHL's development staff, assisting with the day-to-day workings of a capital campaign, membership program, foundation and corporate giving programs, and fundraising events. Interns do substantive work while gaining in-depth fundraising experience, knowledge and skills.

Internships are unpaid but may be done for academic credit or on a volunteer basis. Interns are expected to work between 15-25 hours per week.

Primary responsibilities include

- General administrative support to the development team;
- Researching potential funding sources;
- Assisting with the production of proposals and reports;
- Assisting with the production of mailings and member benefits;
- Assisting with the production of the organization's fundraising events;
- Assisting with database maintenance

Qualifications

The successful candidate will have the ability to handle a variety of responsibilities, and to work independently and creatively; excellent organizational, interpersonal, verbal and written communication skills; excellent attention to detail; and a high level of computer and Internet literacy.

Education

High school diploma/GED

To Apply

Please submit a cover letter and resume to: jobs@thehighline.org. Only those whose applications are being considered will be contacted. No phone calls please.

Friends of the High Line is an equal opportunity employer and considers applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.