



PCFR Student Fellows Program

Fundraising and Donor Relations

About the PCFR Student Fellows Program:

The Phoenix Committee on Foreign Relations (PCFR) Student Fellows Program is a unique opportunity for graduate students attending Arizona universities who have a demonstrated interest and focus on international affairs or related industries.

This fellowship, which is intended for those who plan to stay in the metro Phoenix area following completion of their degree, is highly selective and will provide graduate students unique opportunities to work on strategic projects for Arizona's premier foreign affairs organization. Students accepted to the program benefit from access to PCFR's entire annual calendar of events, each of which features a leader in global politics, research, law, or business.

The one year fellowship (with the option to reapply the following year) also offers participants an entry point to interact with, and receive mentorship from PCFR's membership, which includes a significant number of retired ambassadors, diplomats, and others with broad international experience.

Expectations for Fellows:

If selected, a PCFR Student Fellow is expected to adhere to the following guidelines:

1. Required to participate in PCFR events, attending at least 75 percent of all programs (both in-person and virtually). At each event, a fellow will be selected to sit at the head table (as available), interact with our featured guest and will be expected to help check in members and represent PCFR.
2. Maintain active participation in the relevant PCFR committee according to their chosen track, including: attending all committee meetings, completing projects as requested by and coordinated with the committee co-chairs; and responding timely whenever contacted by committee members, the PCFR Executive Director, or the PCFR Student Fellowship Program coordinator.
3. Proactively engage with the membership, including, but not limited to:

- Introducing yourself and mixing and mingling with members at events throughout the season.
- Reaching out to other members who may have experience of interest to you and your major.
- Communicating to the PSF coordinator what your interests are, and how we can help you achieve your goals.

To Apply: Please submit a CV and cover letter along with a writing sample by September 12 to info@pcfraz.org.

Fundraising and Donor Relations Fellow

About the Role:

The year-long Fundraising and Donor Relations Fellow will provide the selected graduate student a unique fellowship opportunity to help develop PCFR's fundraising strategy and provide educational and professional development opportunities for the fellow. The Fundraising and Donor Relations Fellow must be a driven self-starter, able to work successfully with minimal oversight. This role will report to the Executive Director.

Responsibilities:

- Assist in developing PCFR's donor and sponsor database
- Background research for individuals, corporations and sponsorship/grants
- Support identifying state and national grants, and building relationships with partner organizations
- Draft and proofread professional correspondence
- Assist in developing annual fundraising event and giving campaigns

Eligibility:

- Graduate students currently residing in Greater Phoenix, Arizona
- Must be or have an interest in pursuing development and fundraising work
- Strong communication and writing skills

Fellowship details:

- Time commitment is 5-10 hours a week, with exact days and times to be determined according to your schedule. This is a remote position, but the fellow must be available to attend PCFR programs and networking events outside of regular work hours
- This Fellowship will begin September 28, 2021 and end May 13, 2022 with the option to reapply for the following year
- Fellow will have full membership as a PCFR member throughout the time of the fellowship, including all paid meals at in-person events
- Fellow will have the option to participate in PCFR's Reading Group and *Great Decisions* program, all materials covered