



FELLOWSHIP DESCRIPTION

The information below will be available to all fellowship applicants.

Please type or paste responses directly into boxes, which will expand to fit.

Organization name: PEAK Parent Center

Location (city/state): Colorado Springs, Colorado

Organization's website: www.peakparent.org

Yearlong Fellowship
(June 2018-May 2019)

Summer Fellowship
(June-August 2018)

Organization Mission/Goals (100 words or less):

May include a bulleted list of priorities or initiatives, in addition to mission statement.

The mission of PEAK Parent Center is to provide training, information and technical assistance to equip families of children birth through twenty-six including all disability conditions with strategies to advocate successfully for their children.

As a result of PEAK's services to families and professionals, children and adults with disabilities will live rich, active lives participating as full members of their schools and communities.

Title of PIFP Fellow: Development Assistant

Primary responsibilities of PIFP fellow (bulleted list; 100 words or less):

- Develop an annual report for the agency
- Identify and contact potential corporate financial partners, and create a strategy for engaging and forming strong partnerships with foundations and corporate sponsors
- Review and advise on updating the current development/fund raising plan

- Assist with marketing outreach plan to build a greater brand awareness
- Orchestrate agency communications - editorial calendar, social media, blogs, email messaging

Qualifications sought in PIFP fellow (bulleted list; 50 words or less):

Include **Required** and **Preferred** sections, if applicable.

- Strong organizational skills (required)
- Effective communication skills (required)
- Knowledge of communications and interest in fundraising in a nonprofit setting
- Commitment to social justice and advocacy

Areas of skill/experience/background required in PIFP fellow:

<input type="checkbox"/> Accessibility/disabilities	<input type="checkbox"/> Event Planning	<input type="checkbox"/> Politics
<input type="checkbox"/> Activism	<input type="checkbox"/> Finance/business	<input checked="" type="checkbox"/> PR/communications
<input checked="" type="checkbox"/> Advocacy	<input checked="" type="checkbox"/> Fundraising/development	<input type="checkbox"/> Public speaking
<input type="checkbox"/> Campaigning	<input type="checkbox"/> Government	<input type="checkbox"/> Qualitative research
<input type="checkbox"/> Children's issues	<input type="checkbox"/> Healthcare/health sciences	<input type="checkbox"/> Quantitative research
<input type="checkbox"/> Civil rights/social justice	<input type="checkbox"/> Human services	<input type="checkbox"/> Reproductive rights/freedom
<input checked="" type="checkbox"/> Coalition work	<input checked="" type="checkbox"/> Journalism/publications (print/online)	<input type="checkbox"/> Social science research/methodology
<input type="checkbox"/> Community/political organizing	<input type="checkbox"/> Law	<input type="checkbox"/> Statistical analysis
<input type="checkbox"/> Criminal justice	<input type="checkbox"/> Legislative process	<input type="checkbox"/> TV/radio
<input checked="" type="checkbox"/> Customer service	<input type="checkbox"/> LGBTQ issues	<input type="checkbox"/> Volunteer management
<input checked="" type="checkbox"/> Data analysis	<input type="checkbox"/> Lobbying	<input type="checkbox"/> Other: _____
<input checked="" type="checkbox"/> Digital media	<input checked="" type="checkbox"/> Marketing/sales	<input type="checkbox"/> Other: _____
<input checked="" type="checkbox"/> Diversity/inclusion	<input type="checkbox"/> Performing/fine arts	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Domestic violence issues	Policy:	
<input type="checkbox"/> Economics	<input checked="" type="checkbox"/> Education	
<input type="checkbox"/> Editing	<input type="checkbox"/> Environment	
<input type="checkbox"/> Education	<input type="checkbox"/> Fiscal	
<input type="checkbox"/> Environmental issues	<input type="checkbox"/> Health	
	<input type="checkbox"/> Legislative	
	<input type="checkbox"/> Other: _____	

Technology skills required in PIFP fellow:

<input type="checkbox"/> Adobe Creative Suite (Acrobat, InDesign, PhotoShop)	<input checked="" type="checkbox"/> Graphic design (infographics, etc)
<input type="checkbox"/> Blog platforms (WordPress, Blogger)	<input checked="" type="checkbox"/> Microsoft Office Suite (Word, Excel, PowerPoint)
<input type="checkbox"/> Database management (Salesforce, GiftWorks, Wild Apricot)	<input type="checkbox"/> Video/film production
<input checked="" type="checkbox"/> Digital marketing/outreach (Twitter, Instagram, Facebook, etc)	<input type="checkbox"/> Website design/management (WordPress, SquareSpace, etc)
<input checked="" type="checkbox"/> E-newsletter platforms (MailChimp, Constant Contact, Vertical Response)	<input checked="" type="checkbox"/> Other: Database usage (Salesforce)

GIS

Other: _____

**Certifications
Required:**

WFA

WFR

First Aid

CPR

Other: _____

**Language Skills
Required:**

English

Spanish

Spanish preferred; not required

Other: _____