Development/Special Events Intern

Description: Development is the least talked about, ***but most important*** department on the administrative side of any non-profit organization (artistic or otherwise). As most non-profits make 50% to 100% of their income contributed sources (donations, grants, special events), it is the Development team's job to keep non-profits afloat. If you are interested in running a theatre company, Development will be a huge part of your job. In fact, most Managing Directors are promoted from Development teams.

This position reports directly to the Development Director. You will have the opportunity to learn in all areas of donor-, foundation-, and corporate-relations. This is a must for students interested in careers in Arts Administration, Public Administration, or Nonprofit Management. Please note the ***Development Intern is not required to make any "fundraising" asks***. Major projects may include campaign planning, event planning or audience development.

Learning Opportunities in this position:
- How to Research Corporate, Foundation and Individual Donor Prospects
- Online Database Management
- The Life of a Donation – from Cultivation to Receipt to Stewardship
- Patron Development – ranging from "Persons of Note" Tracking to Face Time
- Special Event Planning and Coordination
- Shadow Grant-Writing
- Proper Maintenance of Donor and Fundraising Records

Duties Include but not limited to:
- Research on corporate, foundation, and individual donor prospects
- Create "Persons of Note" list for each night's attendance list.
- Preparing Acknowledgement, Thank You letters and other Mailing Campaigns (mail merge & hand written)
- Help Brainstorm, Design and Implement Individual Gift Campaigns
- Data Entry into various Databases (Salesforce, Virtual Box Office, etc.)
- Track and Maintain Records for Department Expenses
- Maintain Individual Donor and Grant Files
- Greet VIP Donors at Performances as Needed
- Assist with the Organization and Implementation of Director's Dinner and all other Donor Cultivation Events
- Miscellaneous filing and organization projects.

Specific Requirements:
- Fundraising Experience a Plus
- Curiosity & Interest in Research
- Strong Attention to Detail
- Proficiency with Microsoft Office Suite Required; Mail Merge experience a Plus
- Must be Available for All Scheduled Cultivation Events
- Salesforce Experience a plus
- Graphic Design Experience a plus