

Friday, October 26, 2012

DEVELOPMENT INTERNSHIP

Dancewave jobs@dancewave.org

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Dancewave seeks a Development Intern to assist the Associate Director of Development and Executive Director in the execution of fundraising activities for the organization. This paid internship offers an excellent opportunity to gain real, hands on experience in non-profit development, and arts administration. Skills cultivated under the guidance of the Dancewave directors during this internship will assist the aspiring arts administrator in future professional pursuits.

Responsibilities include:

Assist Assoc. Dir. Of Dev. with quarterly board meetings (research potential venues, organize meeting materials)

Coordinate, write and submit foundation, corporate and government grant proposals

Research and track new foundation funding opportunities

Support ED and Assoc. Dir. Of Dev. in launching a capital campaign

Create new cultivation materials for potential donors

Track incoming donations and mail acknowledgment letters

Assist with major donor cultivation event in March 2012 and fundraising gala in June 2012

Requirements:

Bachelor's Degree

Superb written and verbal communication skills

Highly detail oriented

Positive and professional demeanor, flexible, can-do attitude

Interest in Dancewave's mission and commitment to serving youth

Proficient in Microsoft Office Suite (Word, Excel, Power Point)

Some grant writing experience and familiarity with funder research resources (preferred, not required)

Commitment:

6 month commitment with minimum of 20 hours per week. Additional hours may be required. Monthly stipend available.

To Apply:

Please email resume, cover letter, and two-page writing sample to jobs@dancewave.org, with subject title "Development Internship".

About Dancewave

Dancewave transforms the lives of New York City youth through unique exposure to world-class, pre-professional performing arts training. Dancewave's programs include: DANCE TRAINING (The School at Dancewave, Summer Dance Intensive); ARTS IN EDUCATION (D-Wave in Motion, Public School Master Class Tour), PRE-PROFESSIONAL COMPANIES (Dancewave Company (DC), DC II, DC III, Young Movers Ensemble) and COMMUNITY PERFORMANCE (Kids Cafe Festival, Spring Celebration.) For more information, please visit www.dancewave.org.

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