

Thursday, October 31, 2013

Dancewave: Paid Development Internship

Dancewave, Inc. 45 Fourth Avenue Brooklyn, NY 11217 718.855.3197 direct line 718.522.4696 phone 718.522.4769 ► [Share](#) | [Print](#) | [Download](#)
fax jaime@dancewave.org www.dancewave.org

Dancewave is seeking a Development intern for the 2014 Winter & Spring Semester - January through May!

The internship includes a stipend and the full description is below.
The deadline for Applications is Monday, November 18th.

Dancewave seeks a Development Intern to assist the Director of Development and Development Assistant 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 Director of Development and Development Assistant with quarterly board meetings (research potential venues, organize meeting materials)
- Coordinate and draft foundation, corporate and government grant proposals as directed
- Research and track new foundation funding opportunities
- Support Director of Development, and Development Assistant in launching a capital campaign
- Create new cultivation materials for potential donors
- Track incoming donations and mail acknowledgment letters
- Assist with major donor cultivation events

Requirements:

- 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:

5 month commitment (January-May) with minimum of 20 hours per week. Monthly stipend available.

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

No phone calls please.

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 (Spring Celebration.) For more information, please visit www.dancewave.org.

Dancewave, Inc. 45 Fourth Avenue Brooklyn, NY 11217 718.855.3197
direct line 718.522.4696 phone 718.522.4769 fax
jaime@dancewave.org www.dancewave.org

[< back](#)

[previous listing](#) • [next listing](#)