

Tuesday, November 19, 2013

Development Intern

Apply at <http://dancetheyard.org/HowToApply.php> Contact Holly Jones at hollyjones@dancetheyard.org

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Title: Development Intern

Status: Seasonal

Reports to: Managing Director/Co-Producer, Artistic/Executive Director and Senior Staff

Works with: Development Staff, Donors, Patrons, Season Performers

Dates: May 19, 2014-September 20, 2014

Focused Responsibilities: Fundraising, Grant Research & Writing, Special Event Coordination

The Development Intern works closely with Development staff to raise funds from individual donors, aids in grant writing and research and is responsible for hard deadlines. The intern is also responsible for assisting with logistics for special events, tracking event RSVPs, making VIP arrangements, composing donor communications, assisting with acknowledgment and fundraising mailings, and helping with other daily functions of development including; filing, mail stuffing and daily interaction with the Filemaker database, and audience tracking.

Candidates should demonstrate strong writing and research capabilities as well as possessing flexible, team-oriented, positive attitudes that can manage multiple projects concurrently. It is also imperative that the Development Intern is discreet in handling sensitive donor-related and grant-related information. Proficiency in Word, Excel and Internet research is required.

The Development Intern is also responsible for aiding senior staff with daily operations and any general tasks required, not specific to development. For more information go to Overview of Internship Program.

** Development Intern candidates must include two writing samples, maximum two pages in length each, with their application.

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