

Wednesday, January 8, 2014

## Seeking Development and Marketing Interns with Danielle Russo Dance Company

danielle@daniellerussodancecompany.com

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### ACCEPTING APPLICATIONS FOR DEVELOPMENT & MARKETING INTERNS:

DRDC is presently on the prowl for administrative interns to join our team! All internships are geared towards the support and production of the company's upcoming 2014 season.

Here's the deal:

DEVELOPMENT INTERN: 5 - 10 hours per week

- >> Assistance in the research, writing and compilation of grant proposals
- >> Organization and implementation of fundraising events
- >> Networking on behalf of DRDC at non-profit and fundraising events; actively seeking to expand donor base
- >> Drafting solicit letters and forms, and processing seasonal renewals
- >> Creating and managing annual development budgets and fundraising analytics
- >> Upholding the mission and expanding the reach of DRDC

Marketing Intern: 5 - 10 hours per week

- >> Website development and maintenance
- >> Management and distribution of press kit(s)
- >> Social networking and social media support; researching innovative web strategies for expanding web and social media impact
- >> Assistance with the drafting and distribution of press releases
- >> Management of e-blasts, and relative online correspondence and campaigns; experience with Constant Contact is an added bonus
- >> Documentation and archival of all press
- >> Upholding the mission and expanding the reach of DRDC

Ideal candidates will possess:

- >> Exceptionally strong business writing skills
- >> Attention to detail while maintaining speed and accuracy
- >> Ability to handle multiple deadlines and priorities
- >> Excellent proof-reading abilities
- >> Clear and timely communication

INTERESTED? Forward along questions, cover letters and resum

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[< back](#)

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