

Monday, February 10, 2014

## Development Intern at Dancewave

jobs@dancewave.org

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Dancewave

### Development Intern at Dancewave

The Development Intern at Dancewave provides direct support to the Director of Development in the implementation of the Dancewave's comprehensive fund-raising program that is focused on institutional support, individual donors, membership, and special events.

The Development Intern reports to the Director of Development.

**SALARY:** Compensation is available

**START DATE:** Immediately

#### Position Responsibilities:

##### Research, Cultivation, and Solicitation

- Conduct prospect research at the direction of the Director of Development, and recommend prospects for solicitation.
- Support execution of strategies for cultivating and soliciting donations from all giving sectors.
- Maintain accurate records and calendars

##### Grants

- As directed, assists in the preparation of grant proposals and reports.
- Primary responsibility for processing acknowledgement letters. Crafts letters and ensures that all contributions are appropriately acknowledged.
- Maintain accurate records and calendars of proposals and reports

##### Development Operations and Management

- Responsible for developing and maintaining additional fund-raising administrative tools, including prospect spreadsheets, annual solicitation and reporting calendars, and tools for tracking income and progress toward income goals.

##### Support to Board

- As directed by the Director of Development, provide information and administrative support for the Board members pertaining to fund-raising activities.

##### Sponsorship

- Develop Sponsorship plans with Director of Development
- Research Prospective Organizations/Businesses
- Assist in Development of Sponsorship materials and packages
- Maintain current and cultivate new relationships for AD sales for Season Program

##### Additional

- Press Releases for Events
- Update/Maintain Press Kits

##### Knowledge, Skills and Abilities:

- Superb written, oral communication and networking skills

- Excellent time management skills and ability to meet deadlines
- Ability to multi-task, prioritize and manage competing demands
- Passion for Dancewave's mission and commitment to serving youth
- Fluency in Microsoft Office Suite (Word, Excel, Power Point).

TO APPLY:

Please send a resume, cover letter, and three (3) references to [jobs@dancewave.org](mailto:jobs@dancewave.org) with subject line *Dancewave Development Intern*

NO PHONE CALLS. ONLY EMAILED APPLICATIONS WILL BE CONSIDERED.

#### ABOUT DANCEWAVE:

Dancewave, Inc., a nonprofit dance center in Brooklyn, New York, was founded in 1995 by dancer/choreographer Diane Jacobowitz. Dancewave uses an innovative model of dance education that combines rigorous training and mentoring by accomplished dance professionals in a nurturing and non-competitive environment. Its core programs areas are: dance education for students of all ages and backgrounds; training and presenting pre-professional dance companies; and arts in education programs in New York City public schools.

Dancewave companies have been featured on PBS and have performed at: New York State's Governor's Arts Awards, the Joyce Theatre, The Kitchen, DanceNOW Festival, the City Parks Foundation's Summerstage, and the renowned Jacob's Pillow Dance Festival in Massachusetts. In 2010, Dancewave was the only company chosen to represent the United States at the prestigious Aberdeen International Youth Festival in Scotland. Dancewave serves 3,700 students annually, and Dancewave Company graduates have a 100% college admittance rate.

For more information, please go to: [www.dancewave.org](http://www.dancewave.org).

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