

Tuesday, May 6, 2014

Dance/NYC Development Summer Internship

Company: Dance/NYC
Location: New York, NY
Compensation: \$10-12/hour

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Title: Development Summer Internship

Location: New York City

Status: Non-exempt; a minimum of 3 months, starting date and hours (10-20) negotiable, June 1- August 31 preferred

Dance/NYC's (www.dancenyc.org) mission is to promote and encourage the knowledge, appreciation, practice, and performance of dance in the metropolitan area. The organization achieves this mission through three core program areas: public engagement/education, research, and convening/professional development. It seeks an intern to provide administrative support for its development activities.

Duties and Responsibilities

- Conduct substantive prospect research for individual donors, develop prospect lists, and conduct data entry and clean up (Salesforce)
- Coordinate the development of planning and timeline materials, lists, and copy for 1-3 major direct mail campaigns and prepare substantive memorandum
- Assist in the management of ongoing fundraising solicitations, donor acknowledgements, and record keeping
- Provide assistance at any cultivation events or meetings that may arise
- Generate recommendations for additional business development initiatives for the current year (2014), including e-communications and social media campaign activity
- Provide additional administrative support to Dance/NYC staff as needed

Qualifications

The ideal candidate will have relevant prior development and communications experience and be comfortable using Microsoft Office Suite and CRM Software (Salesforce). S/he will be methodical and detail oriented, with excellent planning and time management skills, and able to advance multiple projects simultaneously while meeting deadlines. S/he will have strong communications, especially writing skills. S/he will be versed in the arts and culture landscape.

Compensation is \$10-12/hour. Dance/NYC is an equal opportunity employer.

To apply, please send a cover letter, resume, compensation requirements, and references by e-mail to Milena Luna at mluna@dancenyc.org. The position is open until filled but Dance/NYC will give preference to applications received by May 16.

Dance/NYC
218 E 18th Street 4th Floor
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dancenyc.org

For more information:
Milena Luna
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