dance/NYC®

OUR NEW YORK CITY DANCE

Friday, August 7, 2015

Development Intern Opportunity

Company: Dancewave
Location: Brooklyn, NY
Compensation: Monthly stipend available.

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DEVELOPMENT INTERNSHIP OPPORTUNITY

The Development Intern assists the Development Associate and Executive Director in the execution of fundraising/grant writing/event planning 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 aspiring arts administrators in future professional pursuits.

Responsibilities:

• Assist with quarterly board meetings (research potential venues, organize meeting materials)

• Coordinate, write and submit foundation, corporate and government grant proposals and reports

• Research and track new foundation funding opportunities

• Support ED and Dev. Assoc. 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:

• Bachelor's Degree Preferred

• Superb written and verbal communication skills

• Creative and detail-oriented

• Positive and professional demeanor, flexible, can-do attitude

• Interest in Dancewave's mission and commitment to serving youth

• Proficiency in Microsoft Office Suite (Word, Excel, Power Point)

• Some grant writing experience and familiarity with funder research resources (preferred, not required)

Commitment:

6 month commitment with minimum of 20 hours per week. Additional hours may be required.

Compensation: Monthly stipend available.

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

Dancewave
45 4th Avenue
Brooklyn, NY, 11217
7185224696
www.dancewave.org

For more information:
Madelyn Stein
jobs@dancewave.org