

Tuesday, August 11, 2015

Development Intern for Fall 2015

Company: Pilobolus
Location: New York, NY
Compensation: Unpaid

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The Company:

Founded in 1971, Pilobolus has built an international following on its commitment to the human body as the ultimate medium of expression and the collective mind as its ultimate architect. With offices in Washington Depot, Connecticut and New York City, in recent years Pilobolus has expanded from avant garde dance troupe into an entertainment company involved in the creation and distribution of dance, live performances, advertising, publishing, film, and music videos throughout the world, without ever losing sight of their core mission: to make art that builds community.

The Opportunity:

Pilobolus is seeking an intelligent, energetic, good-humored and motivated intern for the development department of its New York City office. The internship promises to provide exposure to many areas of the company, providing an understanding of how a nonprofit arts organization functions. The Development Intern will assist in all daily aspects in the Development office, with special emphasis on database administration, maintenance of electronic and physical files and acknowledgement support. The Development Intern will assist with various assets of the department's initiatives, including (but not

limited to) Individual Giving, Corporate and Foundation Fundraising, and Membership. Tasks will include providing support with mailings and appeals, preparing acknowledgment letters, database reporting, and market and competitor research. The Development Intern will offer general administrative support to the Development office and will be responsible for other duties as assigned.

A successful candidate will have:

Excellent interpersonal and communication skills

Proficiency in Microsoft and Excel

Excellent research and writing skills

Ability to multi-task and excellent time management skills

An enthusiastic, "can-do" attitude

Knowledge of Salesforce or other database software is a plus.

Position available from first week of September through December. Applications will be accepted until filled. Please send a resumé, cover letter, and writing sample to info@pilobolus.org.

Applicant must write "Design/Marketing Internship: [NAME]" in subject line of email.

Part-time. New York City-based. School credit available.

Pilobolus
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