

Friday, August 11, 2017

Intern, Major Gifts

Company: American Ballet Theatre

Location: New York, NY

Compensation: Intern Stipend

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This position is primarily responsible for assisting the Major Gifts team within the Development Department. They will assist Associate Directors of Major Gifts and Major Gifts Associate with administrative duties and projects, managing a portfolio of current and prospective donors, including the organization and maintenance of accurate records for files, Raiser's Edge and Playbill. Support Major Gifts and Development Department-wide activities and special events in conjunction with ABT's Fall Season at the David H. Koch Theatre on a select basis as needed, and assist in processing donor ticketing, mailings, as well as helping with day-to-day activities.

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