

Thursday, January 25, 2018

## Development Intern

Company: Gibney Dance

Location: New York, NY

Compensation: Monthly stipend plus free classes and subsidized rehearsal studio space

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**Summary Statement:** The Development Intern works to advance Gibney Dance as part of a coordinated Development Team to achieve fundraising goals for a multi-faceted, performing arts/social justice oriented organization. Reporting to the Director of Development & Strategic Marketing (DD), the Development Intern will aid in implementing development strategies and practices in an entrepreneurial and forward-thinking environment. The Development Intern will work with the Director of Development & Strategic Marketing, Development Manager (DM), and Institutional Giving Manager (IGM) to achieve the goals of the department including a successful opening of six new studios at the organization's 280 Broadway location, fundraising appeals, and planning and execution of the annual fundraising benefit.

The Development Internship requires a commitment of 20 hours per week from February – May 2018. Exceptions may be made for academic credit. The Development Intern will receive a modest monthly honorarium, unlimited classes in Contemporary Forms and Resident Ballet Programs, and access to discounted and free rehearsal space for their own artistic exploration.

### I. RESPONSIBILITIES

- Work as a team with the DD, DM, and IGM to implement the organization's annual fundraising strategy and plan
- Assist with mailings including renewal appeal letters and invitations to special events.
- Assist DD with the execution of fundraising strategy around the opening of the Next Phase Space.
- Assist DD and DM with planning and implementation of the annual fundraising Benefit including invitations, silent auction, raffle, and day-of event staffing
- Assist DD and DM with planning and implementation of cultivation events, including day-of event staffing
- Coordinate with DM to prepare rooms and other materials in advance of meetings and funder site visits
- Perform office management and other administrative duties, as needed

### II. DESIRED SKILLS

- Knowledge of and interest in the performing arts and social justice fields, as well as Gibney Dance's mission
- Excellent verbal and written communications skills
- Strong attention to detail
- Proven organizational, multitasking, and project management skills
- Ability to work independently within a team environment
- Excellent interpersonal skills and professional demeanor
- Proficiency in Microsoft Office Suite

### III. APPLICATION INSTRUCTIONS

To be considered for the position, please email a cover letter and résumé in one PDF-formatted file with your name as the filename to [position@gibneydance.org](mailto:position@gibneydance.org).

All expressions of interest and conversations will be held in the strictest confidence. Incomplete submissions will not be considered nor will submissions sent via postal mail or fax. No calls please. Prospective applicants are strongly encouraged to review our website at [www.gibneydance.org](http://www.gibneydance.org) before submitting materials for consideration. Gibney Dance will not consider submissions from applicants that do not have the required experience. Gibney Dance will not consider submissions through employment agencies or online services.

GIBNEY DANCE IS AN EQUAL OPPORTUNITY EMPLOYER.

