

Wednesday, January 10, 2018

Institutional Giving Intern for International Dance Company

Company: International Urban Dance Academy, LLC.

Location: Corona, NY

Compensation: Unpaid internship with possibility of future paid position

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The International Urban Dance Academy is a touring dance academy whose goal is to educate and inspire through urban dance training and event production.

The IUDA seeks an Institutional Giving Manager for its 2018 World Tour. The person in this role will provide core support for the IUDA's fundraising efforts by researching, writing, and adapting materials for proposals, reports, letters, electronic solicitations and managing donor fulfillment.

RESPONSIBILITIES:

- Produce, draft, and edit sponsorship applications, proposals, presentations, contracts, reports, invitations, and other correspondence associated with cultivating institutional funders and securing sponsorships from foundations, government agencies, and corporate sources
- Help to identify and research new prospects; maintain prospect lists and research profiles; and assist with scheduling meetings and preparing meeting briefings and materials
- Coordinate the fulfillment of institutional funder benefit plans including processing and acknowledging contributions; and ensuring appropriate funding credits
- Create and maintain institutional funding database records
- Produce and update Development package materials and varied organizational and program documents
- Assist with the collection and organization of IUDA program, institutional, and financial data
- Support the Development department with other assigned duties
- Work from home with flexible hours

QUALIFICATIONS: 1–3 years of similar experience, preferably in the arts field with a grant writer role. Exemplary writing skills are essential as well as quantitative skills appropriate to presenting and interpreting financial information for proposals. The successful candidate will be self-motivated, detail-oriented, and highly organized. A high level of computer literacy is required; experience with Microsoft Word and Excel is a plus. A strong interest in working in the arts is favored, particularly an appreciation of dance.

TO APPLY: Please send cover letter and resume to Shidaun Campbell at info@iuda.dance. No phone calls, please. The IUDA thanks all applicants for their interest; however, only those candidates selected for interviews will be contacted.

