

Friday, December 13, 2024

Philanthropy Intern

Company: Jacob's Pillow

Location: Becket, MA

Compensation: \$2856 stipend tax-exempt, scholarships available

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POSITION OVERVIEW

The Philanthropy Intern will work alongside a dynamic Philanthropy team during Festival 2025. She/he/they will play an important role in the day-to-day fundraising operations of the summer Festival, and also be part of delivering major special events including the summer Gala and the opening events for the inaugural season of the Doris Duke Theatre.

The early weeks of the internship are devoted to pre-festival responsibilities and Gala preparations, as well as learning best practices and procedures for the Philanthropy team. The Philanthropy team hosts approximately a dozen events for members and supporters of all levels, and a range of event size. The Philanthropy intern gains invaluable experience from being front-facing with our Members and supporters, and also what the inner workings are of a fast-paced fundraising team.

RESPONSIBILITIES

- Assisting with stewardship and cultivation of prospective donors
- Assisting with membership recruitment and retention including phone calls as time allows
- Drafting and helping develop member communications including monthly e-newsletters and renewal letters
- Assisting on fundraising mailings including merging letters and labels
- Process ticket donations in the database
- Review and generate lists for events and prospecting to ensure data integrity
- Providing communications and engagement support for the School Sponsorship program
- Assisting in executing special events throughout the season, including the annual Jacob's Pillow Gala
- Staffing the Member information table around performance times
- Helping with other daily functions of the Philanthropy office
- Lead efforts to tag and identify donor constituents from events for the Pillow's photo archive
- Collecting program metrics including attendance across departments
- Gathering documentation and conducting research for grant reports and applications
- Cross departmental hours as time allows
- In addition, this intern will have the opportunity to take on a special project in the Philanthropy department, informed by their personal interests in the field.
- As a member of the intern class, you will be required to participate in general festival-related duties that aim to broaden your scope and understanding of the various arts administration and production roles that exist within this field as time allows and requirements evolve. These will include but are not limited to giving campus tours, assisting with production changeovers in the theater, golf carting patrons, handing out tickets at will call and other ways to interact with guests, moving chairs, setting up for events, errands, and transporting artists. Training will be provided prior to participation in these activities, and while these duties will be a part of your overall experience, you will still spend the majority of your time within your primary assigned role.
- 5-8 hours a week will be dedicated to participating in weekly seminars, career building conversations, attending dance classes, lectures, and performances.

REQUIRED QUALIFICATIONS

- Candidates must be flexible, team-oriented, positive, detail-oriented
- Able to manage multiple projects concurrently and discreet in handling sensitive donor-related information
- Excellent interpersonal and customer service skills

PREFERRED QUALIFICATIONS

- Candidates should possess strong verbal and writing skills
- A professional and confident phone manner
- Proficiency in Google Suite, Word, Excel and internet research is important.
- A desire to enter the arts fundraising field is preferred.

SKILLS & ABILITIES

- Committed to a culture of continuous learning and growth, with a focus on advancing Inclusion, Diversity, Equity, Accessibility, and Belonging efforts, while fostering a welcoming, equitable, and supportive environment where everyone and every supporter feels valued.

WORKING CONDITIONS/PHYSICAL DEMANDS

- Office setting: Remaining in a stationary position for extended periods of time, moving within the office space as necessary. Shared working space with others in close proximity.
- Limited access to air conditioning in summer months in accommodations and office spaces.
- Frequent interruptions.
- Working regularly outdoors in all weather conditions, including inclement weather.
- Working regularly in wooded areas with exposure to native wildlife, including, but not limited to, rodents, ticks, and mosquitos.
- Move objects across campus, with or without assistance, such as tables, chairs, and event supplies.
- Ability to work evenings and weekends.

*Not sure you meet 100% of the qualifications? Research shows that men apply for jobs when they fulfill an average of 60% of the criteria, but women tend to apply only if they meet 100% of them. Yet, people who are systematically marginalized tend only to apply if they meet every requirement. We encourage you to apply if you believe you could excel in this role. Please use your cover letter to tell us about what you hope to bring to this role. We are dedicated to considering a broad array of candidates, including those with diverse workplace experiences and backgrounds. So, whether you're returning to work after a gap in employment, simply looking to transition, or taking the next step in your career path, we will be glad to have you on our radar.

APPLICATION PROCESS

Video and/or audio applications are welcome (though not required), in addition to written expressions of interest.

Interview Stages: Candidates will have up to three rounds of interviews, including a screening conversation with members of the team and an interview with the person who will be the intern's supervisor.

Additional Documents: We may ask for a writing sample or a sample spreadsheet to better understand your expertise and fit for the role.

Accessibility Accommodations: Should you require any accommodations to facilitate your application, please don't hesitate to reach out to us at hr@jacobspillow.org. We are committed to providing support throughout the application journey, whether that's through email, a phone conversation, or a video call.

Jacob's Pillow
358 George Carter Rd
Becket, MA, 01223
4132439919
jacobspillow.org

For more information:
Ygor Lobo
hr@jacobspillow.org
4132439919

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