

Wednesday, May 5, 2010

Princess Grace Foundation-USA Development Internship

Please send cover letter and resume to Yolanda F. Johnson, Development Manager, Princess Grace Foundation-USA, 150 East 58th Street, 25th Floor, New York, NY, 10155. Phone: 212-317-1470 or e-mail yjohnson@pgfusa.org. [▶ Share](#) | [Print](#) | [Download](#)

The Development Intern assists in all aspects of fund raising efforts for the Princess Grace Foundation-USA, including: Annual Awards Gala, the largest fund-raising event of the year for Foundation, Annual Fund, Membership processing and general Special Events. The intern will work closely with staff to realize the Awards Gala silent auction (by making phone calls to procure items, processing donations, generating acknowledgements, recording descriptions of donations, etc.), in addition to Annual Fund and Membership Campaigns and other special events (by assisting with mailings, Raiser's Edge database entry and report generation, drafting letters, conducting research, and staffing special events).

Individuals interested in the arts, particularly fundraising, and those considering a career in arts management are encouraged to apply. Knowledge of Microsoft Office products (Word, and Excel) necessary and basic Raiser's Edge usage a plus. This is an unpaid flexible position and is a great opportunity to learn the fundamentals of non-profit fund raising.

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