

Tuesday, November 2, 2010

Development Intern

To Apply: Please send your rÃ©sumÃ© and cover letter via e-mail to judyw@creativeoutlet.org. No calls please.

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INTERNSHIP ANNOUNCEMENT

Development Intern

Creative Outlet Dance Theatre of Brooklyn, Inc. (Brooklyn, NY)

www.creativeoutlet.org

About Us: Creative Outlet is a 501(c)(3) performing arts organization which focuses on exposing the community to the cultural experience through dance. The organization is comprised of five divisions: the Professional Company, Arts in Education Program (AIE), Cultural Arts Program (School) (CAP), Young Artists Program (YA), and Summer Arts Program (SAP).

The Position: The development intern will work to support fundraising and outreach activities to Creative Outlet's supporters which include individuals, foundations, corporations, and government entities. This position is ideal for those looking to gain practical arts administration experience in the area of fundraising and development.

Primary duties include:

- Consolidating and maintaining the evolving development database and mailing lists;
- Prospect research and the collection/maintenance of related grant information
- Coordinating proposal packages and fundraising mailings
- Writing proposal drafts
- Assisting with the coordination of fundraising events

Qualifications: The ideal candidate is enthusiastic and eager to learn about the intricacies of performing arts and nonprofit development.

Specific qualifications are:

- Great communications/people skills
- Attention to detail
- Great writing skills
- Ability to multi-task
- Command of Microsoft Office Suite
- Self-starter/takes initiative
- Ability to work independently and within a team environment

Benefits: A \$60 weekly stipend provided. Internship can transition into a part-time position.

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