

Tuesday, August 21, 2012

Individual Giving Intern

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Company: New York City Ballet

Position: Development Department – Individual Giving Intern

Primary responsibilities:

Donor relations: answering incoming membership calls, taking credit card renewals, checking messages, referring calls to other departments, troubleshooting.

Benefit Fulfillment: coordinating acknowledgments with Membership and Major Gift Assistants, helping with premiums, mailing any requested brochures or items.

Major Gift donor stewardship assistance

Processing matching gifts.

Sending out daily mail.

RSVP lists for Membership and Major Gift events/seminars.

Correspondence through NYCB Member emails and responding when necessary.

Drafting and proofing copy for acquisitions/appeals.

Helping to coordinate mailings with the Volunteer Department.

Keeping supplies and forms replenished and stored.

Helping with printing and organizing invitations, letters and labels for mailings.

Occasionally pitch in with Corporate and/or Special Events departments

Additional Information:

The start date is 9/17/2012 the approximate end date is 12/24/2012. We are looking for two interns who will work full time two-three days per week.

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