

Wednesday, September 26, 2012

Development Internship

Interested applicants should submit a cover letter, resume and additional materials if applicable to Christiana Thurton at cthurton@danceiquail.org.

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Dance Iquail (DIQ) is a New York City / Philadelphia based organization founded in 2007 that uses the art of dance as a conduit for combating issues of social injustice. Working in the universal language of movement, DIQ is committed to creating and presenting works that confront the destructive and divisive nature of racism, sexism, violence, drug and alcohol abuse, the needs of the poor, and the importance of family support and unity. These debilitating problems affect all people because they transcend limitations of ethnicity, gender, or social status. Consequently, DIQ's ultimate priority is to reflect those beliefs through its works, and through the diversity of its staff, on and off-stage.

o Development: Help with special event planning & execution, including major donor cultivation events; work in the donor database entering gifts, generating acknowledgement and solicitation letters using mail merge. Other administrative tasks as defined by the development staff.

Qualifications:

Seeking self-motivated individual with the willingness to learn. Must be proficient in Microsoft office including word and excel. Knowledge of Photoshop and/or HTML a plus. Attention to detail is a necessity. Individual must have a courteous manner and be able to work with Staff, artists, and the general public. Dance Iquail has is a very small grassroots organization; therefore, the candidate must be a team player.

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