

Tuesday, September 9, 2014

Development Internship Opportunity

Company: Dancewave

Location: Brooklyn, NY

Compensation: Monthly stipend available.

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Dancewave seeks a Development Intern to assist the Development Associate and Executive Director in the execution of fundraising/grant writing/event planning activities for the organization. This paid internship offers an excellent opportunity to gain real, hands on experience in non-profit development and arts administration. Skills cultivated under the guidance of the Dancewave directors during this internship will assist aspiring arts administrators in future professional pursuits.

Responsibilities:

- Assist with quarterly board meetings (research potential venues, organize meeting materials)
- Coordinate, write and submit foundation, corporate and government grant proposals and reports
- Research and track new foundation funding opportunities
- Support ED and Dev. Assoc. in launching a capital campaign
- Create new cultivation materials for potential donors
- Track incoming donations and mail acknowledgment letters
- Assist with major donor cultivation events

Requirements:

- Bachelor's Degree Preferred
- Superb written and verbal communication skills
- Creative and detail-oriented
- Positive and professional demeanor, flexible, can-do attitude
- Interest in Dancewave's mission and commitment to serving youth
- Proficiency in Microsoft Office Suite (Word, Excel, Power Point)
- Some grant writing experience and familiarity with funder research resources (preferred, not required)

Commitment:

6 month commitment with minimum of 20 hours per week. Additional hours may be required.

To Apply: Please email resume, cover letter, and two-page writing sample to jobs@dancewave.org, with subject title "Development Intern."

Application Deadline: October 1, 2014

Dancewave
45 Fourth Ave
Brooklyn, NY, 11217
718-522-4696
Dancewave.org

For more information:
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