

Tuesday, May 16, 2017

Development Intern

Company: Mark DeGarmo Dance

Location: New York, NY

Compensation: This is an unpaid internship

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Alex Lordich

Founded in 1987, Mark DeGarmo Dance is a nonprofit organization that has produced over 100 dances and 28 international tours involving cultural exchange in 12 countries in Latin America, Europe and Asia. Mark DeGarmo Dance's education programs have national significance and target PreK-5 multicultural public school students and communities under-served in the dance arts. The organization currently serves up to 1,500 students and 250 classroom teachers in five Title 1 public schools and over 20,000 individuals annually across all programs, including Education, Performance, and Intercultural Community.

We seek an emerging fundraising professional to assist with and learn all development activities across our organization. The up to full-time position is an excellent growth opportunity for an emerging development professional to work with experienced development professionals and a growing organization. The Development Intern will report to the Executive & Artistic Director.

Responsibilities:

- Research prospects, implement cultivation strategies, write grants/reports, and maintain development calendar.
- Assist with implementing fundraising strategies and activities across all development functions including individuals, corporations, government, foundations and special events.
- Assist with facilitating funder visits.
- Assist with maintaining a robust donor-centered webpage.
- Collaborate with program team on impact measures and outcomes.
- Collaborate with Marketing Associate and other members of Mark DeGarmo Dance's community as appropriate.

Key Attributes:

- Excellent written and verbal communicator.
- Entrepreneurial self-starter with ability to work independently and as part of a team with track record in raising revenues from government, foundation, corporate, and individual sources (dance and education experience desired but not required).
- Excellent organizational and time-management skills; excellent attention to detail and deadlines; a resourceful team player with integrity.
- Good humor and level head.
- Excellent computer and research skills, including at least three years with MS Office.
- Experience in nonprofit development and fundraising theory and practice.

Qualifications:

- 1-3 years' experience in fundraising with at least one year as a Development Intern, Assistant, Associate, or similar position.
- Bachelor's degree or equivalent.
- Experience with dance and dance education desired but not required.
- Bilingual Spanish a plus.

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