

Wednesday, August 21, 2019

## Cora Dance seeks a Development Intern

Company: Cora Dance

Location: Brooklyn, NY

Compensation: This is an unpaid position. There is opportunity for school credit if allowed by the college/university of applicant.

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Mission: Cora Dance is a nonprofit dance organization located in Red Hook, Brooklyn. Through its professional company, youth companies and pay-what-you-can school, Cora Dance creates exceptional dance experiences while addressing the impediments that restrict many individuals from accessing the art form. Cora now works with over 400 students annually, over 90% of whom are on scholarship. From the start, Cora placed equal focus on keeping the quality of art extremely high while building access for low-income families. No family is ever turned away from Cora based on what or if they can pay.

Cora Dance seeks a Development Intern to work directly with the General Manager and the Development Committee to research and cultivate in-kind support, track and evaluate fundraising efforts, and assist with events. This is an excellent opportunity for a highly organized, mission-driven, and motivated individual to develop skills in fundraising and development work and ultimately learn about working within the nonprofit sector.

Responsibilities will include but are not limited to:

- Research prospects and implement cultivation strategies.
- Assist with the management of ongoing in-kind solicitations, donor acknowledgements, and record keeping.
- Coordinate with GM to prepare rooms and other materials in advance of meetings and funder site visits.
- Assist GM and Events team with planning and implementation of fundraising events and benefits including invitations, silent auction, raffle, and day-of event staffing.
- Assist with implementing fundraising strategies and activities across all development functions including individuals, government, foundations and special events.
- Collaborate with GM on impact measures and outcomes.
- Generate recommendations for additional development initiatives for 2019-2020, including e-communications and social media campaign activity.
- Provide assistance to GM and other members of Cora Dance's administrative team as needed.

An ideal candidate must:

- Be responsible, flexible, hardworking, ethical, and committed to the mission of Cora Dance.
- Possess knowledge of and interest in the performing arts and social justice fields.
- Possess a high level of organizational skills and be detail oriented.
- Possess solid oral and written communication skills.
- Be skilled at a variety of computer skills, e.g., Microsoft Word, Excel, Google Suite, and PowerPoint are mandatory.
- Be able to operate standard office equipment (printer, photocopier, etc.).
- Be able to juggle multiple tasks.
- Have an interest in a nonprofit career, particularly in development and fundraising.

Time commitment: 15-20 hours per week; 6 month commitment.

Compensation: This is an unpaid position. There is opportunity for school credit if allowed by the college/university of applicant. Position offers an excellent opportunity to work on substantial projects and can result in a great reference.

To Apply: Please send a cover letter stating why you are interested in this position along with a resume to Bora Yoon (byoon@coradance.org). Accepting applications on a rolling basis.

Cora Dance is an equal employment opportunity employer dedicated to maintaining an inclusive and equitable work environment, and does not discriminate against any employee or applicant for employment on the basis of race, color, religion, sex, pregnancy, national origin, age, disability, veteran status, marital status, sexual orientation, gender identity, or any other legally protected class. Cora Dance is committed to creating a dynamic work environment that values community, teamwork, creativity, understanding, and appreciation. People of color, women, LGBTQ individuals, and people with disabilities are strongly encouraged to apply.

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7188582520  
[coradance.org](http://coradance.org)

For more information:  
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