

Tuesday, September 15, 2020

Development Internship (Part-Time & Fully Remote)

Company: Bridging Education & Art Together
Compensation: College credit

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BRIDGING EDUCATION & ART TOGETHER (BEAT)

Incorporated in 2010, Bridging Education & Art Together (BEAT) is a NYC nonprofit organization and a registered NYC Department of Education Vendor that provides unique Hip Hop-based arts education to disadvantaged students in underserved schools, community centers, and public institutions throughout NYC. We believe in the transformative power of Hip Hop to uplift and heal our bodies and minds. Our mission is to empower our youth and communities through creative expression.

For more information please visit our website: beatglobal.org

POSITION OVERVIEW

The Development Intern's role is to provide administrative support to BEAT's development team, which brings in funding and resources from donors to sustain growth. The intern will handle a variety of tasks related to institutional and individual giving, such as outreach, and grant research.

With the launch of many new BEAT Initiatives so far this year, the ideal candidate will be skilled at completing daily tasks, and creating tracking systems of their tasks while maintaining thorough communication at each stage of the process.

This internship is ideal for

- College students pursuing a degree in Arts Administration, Business or Marketing.
- Administrative professionals looking to learn more about Institutional and Individual Giving & Fundraising.

RESPONSIBILITIES

- Conduct individual and institutional prospect research to ensure a steady pipeline of potential sponsors
- Generate donor acknowledgments
- Prepare donor mailing materials like invitations, solicitations and newsletters
- Track philanthropic requests, pledges and contributions
- Assist with the preparation of donor appeals, grant submissions and report materials.
- Support administrative team in gathering metrics and anecdotes that enhance appeals, requests and reports.
- Assist with the coordination on special events for donor cultivation, fundraisers, and member events

QUALIFICATIONS:

- College student or recent graduate
- The ideal candidate will be flexible and capable of growing as we do.
- Entrepreneurial and creative self-starter
- Excellent time management skills with the ability to multitask and prioritize
- Attention to detail and problem-solving skills

- Strong organizational and planning skills
- Proficient in Google Applications and Microsoft Office Suite
- Superb interpersonal, relationship building and communication skills
- Passion for arts education, using your talents to make a difference in the lives of others, and a strong connection to the community
- Interest in or involvement with HipHop art/culture preferred but not required.

COMPENSATION:

College credit available

ADDITIONAL DETAILS:

- Women, Minorities and People with Disabilities strongly encouraged to apply
- Position to be filled immediately.
- Part-time work available - exact hours to be determined
- Completely remote work

APPLICATION METHOD:

-Please submit cover letter & resume to jobs@beatglobal.org - Subject Line: Development Internship Position - Your Name

Bridging Education & Art Together
www.beatglobal.org

For more information:
Brittany Wilson
jobs@beatglobal.org

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