

Wednesday, November 18, 2020

## Development Intern for Jamel Gaines Creative Outlet

Company: Jamel Gaines Creative Outlet  
 Location: Brooklyn, NY  
 Compensation: Based On Experience

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Jerry Metellus

### Jamel Gaines Creative Outlet

The mission of Jamel Gaines Creative Outlet is to use the expression of dance integrating multiple art forms to uplift all communities through performances, education, and cultural programming. The soul of our work is rooted in social justice, and spiritually connecting one another through the arts.

Creative Outlet's programming is broken tears:

Creative Outlet: The international dance highly professional dance company

Young Artist: The youth scholarship training program

Arts & Culture: The JGCO dance and performing arts school

Arts In Education: JGCO teaching artists in New York City schools

Summer Programming: Summer Youth Employment, Summer Camp and the JGCO Summer Intensive

The Development Coordinator's main function will be grant-writing, fundraising and outreach to Creative Outlet's supporters which include individuals, foundations, corporations, and government entities. This position is ideal for those looking to gain practical arts administration experience in the area of fundraising and development. Other duties include:

- Consolidating and maintaining the evolving development database and mailing lists
- Prospect research and the collection/maintenance of related grant information
- Coordinating proposal packages and fundraising mailings
- Assisting with the coordination of fundraising events

Qualifications: The ideal candidate should have at least 2 years of development experience. The candidate should be a self-starter with great communication/writing skills, computer proficiency, and ability to work as part of a team. Attention to detail and ability to multi-task is also desired.

Creative Outlet has a small staff and a friendly working environment. Interns are an important part of our office, and are active contributors to the maintenance of Creative Outlet.

Jamel Gaines Creative Outlet  
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