

Thursday, September 9, 2021

Nonprofit Development Intern

Company: Dancers Unlimited
Compensation: Stipend & College Credit

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Diana Cruz

About Dancers Unlimited:

Dancers Unlimited is a bi-coastal 501(c)3 company based in Brooklyn and Honolulu. DU creates authentic moveMEANT narratives for community advancement through creative collaboration, community programs and touring performances. Learn more about us [HERE](#).

Position Description:

Dancers Unlimited is seeking a Intern / pro-bono volunteer to join our development team. The intern will work on projects that help cultivate individual donor relationships, manage and grow our new membership program, and support fundraising campaigns. You would be working under the direction of board members and our Director.

Although we are small (currently under 100K operating budget), we are expanding rapidly and are connected to all aspects of nonprofit management in NYC, Hawai'i and virtually. The right candidate will gain experience in and familiarity with areas such as fundraising, philanthropy, creative advocacy, and the day-to-day operations of a nonprofit organization that creates community-centered programs.

This is a flexible assignment in which you will be asked to assist with prospect research, data entry, and donor communications. A good portion of these tasks can be done at any time, from any location. This is a remote position with one or two in-person events in NYC, where you will have the option to meet board members in person. Interns can also attend company professional training sessions and dance classes for free.

Responsibilities include, but are not limited to, the following:

- Assist with entering data into BetterWorld, Dancers Unlimited's donor database
- Conduct research on potential donors and foundations
- Update and manage grants calendar
- Draft correspondence, copy edit appeals and proofread letters
- Steward donors through strong and responsive communication
- Assist the development staff in planning events and other activities
- Maintain donor and department files, including development materials
- Assist with mailings, filing, and special projects, as needed

Qualifications

- Interest in fundraising for the nonprofit sector
- Knowledge of Google suite and Canva
- Ideally familiarity with and/or experience with Squarespace

- Ability to multitask and prioritize multiple projects and requests
- Clear written and oral communication abilities
- Strong interpersonal skills and attention to detail

Hours, Start Date and Duration

- The position is mostly virtual. The intern / volunteer must be available for a team meeting on Mondays 11am-noon. A firm commitment of 15 to 20 hours per week is required. The internship will start on September 15th, 2021 for a minimum of 4 months.

We're an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status

Dancers Unlimited
www.dunyc-hi.com

For more information:
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