

Monday, March 7, 2022

## Cora Dance Seeks a Fundraising and Development Intern

Company: Cora Dance

Location: Brooklyn, NY

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Cora Dance seeks a Fundraising and Development Intern to work directly with the Managing Director to research and cultivate donations, in-kind support, track and evaluate fundraising efforts, research new funding sources, 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 MD to prepare rooms and other materials in advance of meetings and funder site visits.
- Assist MD 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 MD on impact measures and outcomes.
- Generate recommendations for additional development initiatives for 2022-2023, including e-communications and social media campaign activity.
- Provide assistance to MD 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 exceptional oral and written communication skills.
- Possess a knowledge of Google Suite.
- 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.
- Bi-lingual (Spanish/English) a plus, but not required.

Time Commitment: 15-20 hours per week; commitment through the end of June 2022.

Compensation: This is an unpaid position. There is opportunity for school credit if allowed by the college/university of the applicant. Position offers an excellent opportunity to work on substantial projects and can result in a great reference. Interns will be given 5 hours per month of free studio space and discounted rate for additional hours.

To Apply: Please send a cover letter stating why you are interested in this position along with a resume to Stephanie Queiroz ([squeiroz@coradance.org](mailto:squeiroz@coradance.org)) with subject "Fundraising and Development Intern". Accepting applications on a rolling basis.

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 200 students annually, over 90% of whom are on scholarship. From the start, Cora has 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 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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[www.coradance.org](http://www.coradance.org)

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