

Saturday, December 13, 2025

Development Associate Intern Position

Company: Cie. Petra Zanki
Location: Brooklyn, NY
Compensation: \$16/hr

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Development Associate Intern

Cie. Petra Zanki - Brooklyn, NY

The interns are paid \$16/hr if they are not receiving college credit / compensation from another source.

About Us

Cie. Petra Zanki is a Brooklyn-based contemporary dance company dedicated to community-building, post-conflict work, and interdisciplinary performance. Our work explores themes of identity, ecology, and interconnectedness through an intercultural lens, combining dance, theater, video, and community engagement. We are currently fiscally sponsored by NYLA and working toward establishing independent 501(c)(3) nonprofit status.

Position Overview

We're seeking a Development Associate passionate about being Development Managers one day to support our fundraising and donor relations efforts as we grow and formalize our nonprofit operations in 2026. This is an exciting opportunity to help build the development infrastructure of an emerging dance company with a strong mission and growing community presence.

Responsibilities

- Research and identify grant opportunities from foundations, government agencies, and other funding sources
- Assist with grant writing, including proposal drafts, budgets, and supporting materials
- Support grant reporting and compliance requirements
- Maintain donor database and records
- Assist with fundraising campaigns and donor communications
- Help coordinate fundraising events and donor cultivation activities
- Support the Artistic Director with development-related administrative tasks
- Contribute to the company's communications strategy, including social media and email newsletters
- Track and report on fundraising metrics and progress

Qualifications

- 1-2 years of experience in nonprofit development, fundraising, or related field
- Strong writing and communication skills
- Excellent organizational skills and attention to detail
- Familiarity with grant research and writing processes
- Experience with donor databases or CRM systems (preferred)
- Knowledge of the NYC arts and cultural sector (preferred)
- Passion for the arts and commitment to our mission
- Self-starter who can work independently and collaboratively

What We Offer

- Opportunity to shape the development operations of a growing dance company
- Flexible schedule
- Collaborative, creative work environment

Connection to Brooklyn's vibrant arts community

To Apply

Please send your resume, cover letter, and a writing sample to prophecyfor22century@gmail.com. In subject title put Development Assistant Application In your brief email acting as cover letter, tell us what you'd bring to this role.

Cie. Petra Zanki is an equal opportunity employer committed to diversity and inclusion in all aspects of our work.

Follow us on IG [@petra.zanki](https://www.instagram.com/petra.zanki)

Cie. Petra Zanki
Brooklyn, NY, 11233
[IG @petra.zanki](https://www.instagram.com/petra.zanki)

For more information:
www.petrzanki.com
prophecyfor22century@gmail.com

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