

Garth Fagan Dance Development Intern Position

Position Description:

Garth Fagan Dance is seeking a motivated Development Intern to assist with various aspects of communications and fundraising for the organization.

Garth Fagan Dance is an artistic cultural institution with an internationally acclaimed dance company, firmly established dance school, and innovative educational programs designed to serve and engage community members of all ages and backgrounds.

The Development Intern will provide crucial support for the fundraising and public relations activities taking place for the benefit of the organization. A successful candidate will work with the Director of Development, and assist with various duties related to donor and public relations, secure data management, annual appeals, and special events.

Principle Responsibilities:

- Record donations; prepare acknowledgement letters and other stewardship correspondence
- Create fundraising reports and other database reports as needed
- Update and maintain database records
- Conduct preliminary research on prospective corporate, foundation and individual donors
- Assist with production and mailing of seasonal appeal letters
- Assist with writing and production of in-house print materials including programs, event invitations, promotional brochures and/or posters
- Prepare registration materials, maintain guest lists, and assist with check-in for performance and fundraising events
- Prepare media materials for distribution. (i.e. copying, filing, mailing, e-mailing)
- Assemble donor kits and/or press kits for events and meetings
- Other duties as assigned by the Director of Development

Qualifications:

- Currently pursuing a 2-4 year degree at an accredited College
- Ability to organize, expedite, and assist with multiple projects simultaneously
- Strong interest in the arts and nonprofit arts fundraising
- Strong research skills and first-rate computer skills; proficiency in MS Word and Excel required
- Superb attention to detail and tested analytical abilities, as well as flexibility, resourcefulness, and creativity are all highly desired
- Excellent verbal and written communication skills
- Ability to work independently or collaboratively within a team

Interested applicants please submit resume and cover letter to Alette Jordan:

ajordan@garthfagandance.org