



## First Stage Development Intern

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First Stage is seeking a Development Intern for fall 2018, with the potential to extend the internship through the rest of the 2018/2019 academic year.

The Development Intern will work closely with all 5 members of the Development Team and will report to the Grants Manager. Intern projects will be related to donor correspondence and solicitation, prospect research, and other non-profit fundraising activities such as events, database management, and grant writing. This is a unique opportunity to gain valuable skills and experience in all facets of fundraising, which are critical components of the long-term viability of any non-profit organization.

### Job duties may include:

- Conduct donor prospect research
- Conduct gift analysis
- Assist with production of fundraising materials
- Assist with events
- Assist with donor newsletter
- Assist with in-house mailings
- Assist with grant writing
- Assist with stewardship efforts
- Other development projects as assigned

### Qualifications:

- Passionate about the arts
- Writing and editing skills
- Online research skills
- Detail-oriented
- Proficient in MS Excel and Word
- Interest in building donor relationships and fundraising
- Willingness to learn
- Be a self-starter

### Benefits:

- Opportunity for college credit
- Flexible schedule
- Complimentary tickets to First Stage
- Work experience and opportunity to build arts community connections
- A fun, supportive and collaborate work-environment

**This internship is unpaid. A mutually agreed upon schedule will be determined to meet the needs of both the intern and First Stage.**

To apply, please send a resume, cover letter, and writing sample to Susan Wiedmeyer, Grants Manager, [swiedmeyer@firststage.org](mailto:swiedmeyer@firststage.org) (no phone calls please)