



## First Stage Development Intern

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First Stage is seeking a Development Intern for fall 2019, with the potential to extend the internship through the rest of the 2019/2020 academic year.

The Development Intern will work closely with all five 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 Robinson, Grants Manager, [srobinson@firststage.org](mailto:srobinson@firststage.org) (no phone calls please)