



## POSITION ANNOUNCEMENT DEVELOPMENT INTERN

### POSITION DESCRIPTION

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

Send resume, cover letter expressing interest and goals for your intern experience, and a writing sample to Susie Robinson, Grants Manager at [srobinson@firststage.org](mailto:srobinson@firststage.org). (no phone calls please)

### ABOUT FIRST STAGE

One of the nation's leading theaters for young audiences and families, First Stage transforms lives by creating professional theater experiences that inspire, enlighten and entertain, drawing annual audiences of nearly 110,000 with more than 400 performances each year. Its Theater Academy, the nation's largest high-impact theater training program for young people, fosters life skills through stage skills to 2,000 young artists annually. Through its innovative Theater in Education programs, First Stage is Wisconsin's leader in arts-integrated education in schools, serving 14,000 students in classrooms throughout southeastern Wisconsin each year.

First Stage is an equal opportunity employer and as such, we consider individuals for employment according to their abilities and performance. Employment decisions are made without regard to race, age, religion, color, gender, sexual orientation, national origin, physical or mental disability, marital or veteran status, or any other classification protected by law.

First Stage is committed to dismantling structures that may prevent ALL people from applying for employment with us. First Stage celebrates the richness of our world by cultivating Equity, Diversity and Inclusivity as they inspire the creativity that nurtures great art, artists, and audiences.