



First Stage Development Intern

First Stage is seeking a Development Intern for summer 2019, with the potential to extend the internship through 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 extra events, database management, and grant writing. This is a unique opportunity to gain valuable skills and experience in donor development and relationship building, the planning and execution of extra events, and fundraising; all 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 extra 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, at srobinson@firststage.org. (no phone calls please)