



Glendale Arts Job Description

Job Title: Fund Development Intern

Department: Development

Reports To: Director of Fund Development & Community Partnerships

Salary: \$5,700 for the 10-week internship (\$14.25/hr or \$570/week)

for June 1st - August 25th 2019

Position Description: Over the course of the 10-week internship, the Fund Development Intern will assist the Director of Fund Development & Community Partnerships with projects, writing letters, and creating strategies relating to giving campaigns with the ultimate goal of increasing public understanding of what we do and acquiring financial support for our programs.

Essential Functions and Responsibilities include:

- Research best practices of other non-profit arts organizations' Major Gifts programs.
- Recommend policies and future campaigns in regards to the Major Gifts program.
- Help create a relatable program that will get donors excited to support our organization.
- Create a Major Gifts handbook to use as a resource when asking for donations.
- Work with the Development team to review giving potential of donors.
- Create a giving chart to detail the number of prospects needed to produce the number of gifts needed at various levels to reach the goal of \$1,000,000.
- Help activate stewardship and 'thank you' plans.
- Collaborate with Glendale Arts Board of Directors, Chief Executive Officer, and the Director of Fund Development & Community Partnerships.

Duties include:

The Fund Development Intern must have the ability to manage multiple projects and assist efforts to support the organization through effective communication, support, and promotional materials and special events.

Additional Duties and Responsibilities:

- Provide administrative support in day to day activities.
- Set up and participate in Glendale Arts' Board Meetings and Development Committee meetings. Assist with marketing, social media and eNewsletters.

The Fund Development Intern may also occasionally be needed to lift and/or move boxes (up to 25 pounds), frequently required to sit, stand, stoop, kneel and crouch and regularly use the telephone and computer. Marketing and communication skills will be beneficial as it relates to reaching out to donors, businesses, organizations, patrons and other supporters.

Skills, Knowledge, and Other Requirements:

The Fund Development intern should have excellent communication and organizational skills, approach each situation with positive and constructive energy, demonstrate great people skills, and carry a strong sense of patience, drive, curiosity, and cooperation. Proficiency with MS Word, Excel, Google Drive, Powerpoint, and Dropbox are required, and knowledge of social media and web applications (Twitter, Facebook, Instagram, Wordpress, etc.) are a plus.

Workplace Description:

The work environment is similar to what an employee encounters while performing the essential functions of a job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

The Fund Development Intern will have a desk in an open space which is shared with the Events Managers, Special Events Coordinator, Volunteer Manager, and Bookkeeper. It is a collaborative space, and the noise level in the work environment is usually moderate but occasionally loud.

How to Apply:

To apply, please e-mail cover letter and resume to ncrowe@glendalearts.org. For additional information about Glendale Arts and the Alex Theatre, visit www.GlendaleArts.org and www.AlexTheatre.org