Title: Development Giving Intern

Location: Abingdon, MD

Reports to: Executive Director

Background

Ballet Chesapeake’s Annual Fund provides contributed revenue through annually renewable donations to offset the Company’s operational expenses. This year’s goal is over $10,000. Donors to Ballet Chesapeake receive special access to the art and artists during the Season, ranging from behind-the-scenes events to priority ticket sales.

Description

The Development Intern will work on several large projects that support the Individual Giving team’s fundraising and cultivation efforts.

Projects will focus on preparation of solicitation materials, database entry, assistance with data analysis, donor correspondence, and various research and planning projects. Additional tasks may include cross-functional projects with marketing. The Development Intern will receive a broad and comprehensive view of an annual giving program and how its function relates to the development of Ballet Chesapeake at large

Qualifications:

• Must be enrolled in a degree-granting undergraduate (must be a senior), graduate program, or college graduate

• Available 12-15 hours per week, for at least a half business day, but not to exceed 15 hours per week

• Proficient in Microsoft Office Suite: Word, Excel, PowerPoint, and Outlook. Efficient in organizing and prioritizing responsibilities

• Able to work independently

• Excellent verbal communicator

• Strong writer

• Eager to learn new programs and processes

• Detail-oriented and accurate

Ballet Chesapeake internships are unpaid. Ballet Chesapeake internships are for credit (preferred) or on a volunteer basis.

Contact information: To apply for this position, please send a resume and cover letter to info@balletchesapeake.org.