Title: Development 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

As our Development Intern, you will help launch fundraising campaigns and giving opportunities, cultivate and deepen relationships with our members and prospects, and maximize our donors’ giving and volunteer potential. You will also research organizational candidates for funding and potential partnerships, and help us expand our circle of influence.

* Identify relationships for prospective strategic partnerships and organizational funding, including donor corporations, foundations, and individuals
* Assist in creating materials needed for donor solicitation, including letters, electronic presentations, and informational packets
* Help with implementation, event planning logistics and follow-up for all fundraising projects,
* Ensure accuracy of all member and donation information entered into our database, update contacts and member information, and maintain up-to-date records of interactions and relationships with donors and prospects
* Execute prospect research and donor tracking activities, including but not limited to: developing lists of and researching prospective donors, preparing profiles on current and prospective donors, and creating donor lists for online & print campaigns
* Foundation and Grant Research (related to proactive and reactive giving opportunities)

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.