

Schauer Arts & Activities Center

Development Internship

The development intern is under the general supervision of the Schauer Center's Director of Development.

Duties and Responsibilities:

1. Under the direction of the Director of Development, coordinate and execute development and fundraising strategies.
2. Assists in maintaining and managing donor database information.
3. Coordinate various development solicitation materials – printing and distribution.
4. Assist in development mailings.
5. Gathers information pertaining to development for the newsletter.
6. Assist with special donor events.
7. Research potential business sponsors and grant opportunities.
8. Research best practices in development from around the country.
9. Coordinate methods of obtaining donor feedback, such as focus groups, surveys, etc.
10. Maintain positive relationship with donors and sponsors.
11. Misc. filing of department correspondence.
12. Perform other development projects as assigned which include writing and project management.

Minimum qualifications:

Current college junior or senior pursuing a degree in communications, business or industry-related major with emphasis in arts management.

Knowledge, Skills, and Abilities:

1. Strong oral and written communications skills.
2. Outstanding organization skills, self-starter.
3. Computer knowledge, including Microsoft Office and Excel (don_or software a plus).
4. Demonstrated attention to detail skills.
5. Team player with strong work ethic.