

ArtPrize Job Description

Position Title:	Development Intern	Department:	Development
Reports To:	Director of Strategic Partnerships; Development Coordinator	Salary Range:	\$10 per hour/15 hours per week

General Purpose:

This position is a fantastic opportunity to explore a career in nonprofit development with a nationally recognized organization. This internship will play a crucial role in the success of Project 1 by ArtPrize and the individual will have the opportunity to experience this whirlwind of an event from “behind the scenes.” Duties include participating in organization events, supporting departments with research, data management, creative ideation, and participating in daily departmental activities. Organized, creative, and flexible candidates are invited to apply for a fast-paced, rewarding seasonal position. We can’t wait to meet you!

Internship Dates: June 24 – September 21, 2019

Hours: 15 hours per week

Essential Job Functions: Deliverables, Accountabilities and Networks

DELIVERABLES

- Utilize a creative approach to support Development Department with event planning and execution
- Assist with sponsorship solicitation, activation, and tracking efforts
- Conduct prospect research and analysis
- Support the production and management of sponsor events
- Attend sponsor events with opportunities for networking
- Perform general administrative duties
- Assist with CRM database updates
- Manage sponsor deliverables from start to finish
- Generate “Thank you” notes, invoices and receipts
- Other duties as assigned

ACCOUNTABILITIES

- Help to promote and ensure the success of the Development Department
- Remain flexible and willing to assist the organization in a broad spectrum of ways

NETWORKS

- Development, Communications, Creative, and Operations Departments within ArtPrize

Minimum Job Requirements

EDUCATION

- High school diploma; must be currently enrolled in a college/university

EXPERIENCE

- Experience in a professional setting and interest in nonprofit development

REQUIRED SKILLS

- Proficient with Microsoft Office (Word, Excel, Outlook, and PowerPoint)
- Basic understanding and/or experience with a CRM database, preferably Salesforce or Raiser’s Edge, and/or a willingness to learn
- Excellent written and verbal communication skills
- Strong organizational and interpersonal skills, flexible and detail oriented

ArtPrize Job Description continued

- The ability to multi-task and work both independently and collaboratively on various projects
- Access to a personal laptop equipped with Microsoft Office (preferred)

PHYSICAL REQUIREMENTS

- Ability to lift up to 25lbs occasionally
- Ability to stand for lengthy periods of time

Limitations and Disclaimer

ArtPrize is an Equal Opportunity Employer. Qualified applicants are considered for employment without regard to age, race/ethnicity, national origin, marital status, religion and faith tradition, sex, sexual orientation, gender identity and expression, economic circumstance, disability, or veteran status.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an "at-will" basis.