

## **Fundraising and Special Events Intern**

Summer 2014

FLSA Status: Unpaid

### **Position Summary**

The Fundraising and Special Events Intern will be responsible for providing support to a collaborative and dynamic Development Team, as well as the Marketing and Programming Departments, to help National Dance Institute (NDI) deliver the highest quality arts education programs to thousands of New York City school children. The intern will be immersed in the exciting world of fundraising and special events to learn strategies for cultivating and stewarding donors, developing solicitation campaigns, and managing a large volume of donor information. During this experience, the Fundraising and Special Events Intern will report to the Development Associate and be involved in the following four project areas:

- Special Events
  - Assist in planning and executing various NDI events and performances throughout New York City
- Database Management
  - Assist in inputting and updating information in organizational databases to generate more targeted mailing lists for special events and fundraising campaigns
- Young Patrons Initiative
  - Collaborate with the Manager of Individual Giving & Special Events and Development Associate to explore new opportunities and strategies to further engage young patrons in NDI's work
- General Fundraising Projects
  - Help proof copy for solicitations, e-blasts and mailings
  - Assist with printing letters, envelopes, and other collateral
  - Provide general administrative support to the Development Team as needed

### **Qualifications**

This is an ideal position for an individual with a passion for the arts and education, an interest in nonprofit management, and a strong desire to gain a greater understanding of fundraising. The candidate must have completed at least one year of undergraduate study and be an enthusiastic, organized, proactive, and reliable team player. Other desirable qualities and skills include:

- Professional demeanor, attention to detail, and excellent written and verbal communication skills
- Fast learner and self-starter with a proven ability to work independently and part of a team, multi-task, prioritize, and problem-solve in a fast-paced environment
- Tech-savvy, with a proficiency in Microsoft Office; experience with databases is a plus

We are looking for candidates who can dedicate at least **3 days per week (9 a.m. to 5 p.m.)**, **from late May through August 2014**, to the Fundraising and Special Events Intern role. The intern must be available **all day June 14-16, 2014** to assist the staff with NDI's Event of the Year at New York University's Skirball Center for the Performing Arts.

We are dedicated to providing a valuable and hands-on learning experience. This position will provide a great mentorship opportunity for those who are seeking to enter the nonprofit field. We are also happy to discuss the possibility of applying this internship toward course credit.

### **To Apply**

Please send a cover letter and resume to Thuy Phan at [tphan@nationaldance.org](mailto:tphan@nationaldance.org).

### **About NDI**

National Dance Institute (NDI) was founded by New York City Ballet principal dancer Jacques d'Amboise in the belief that the arts, and dance in particular, have a unique power to engage children and motivate them toward excellence. Through our award-winning multidisciplinary programs, we strive to reach every child, transcending barriers of language, culture, and physical and cognitive challenges. In the process, our professional teaching artists foster in students a love of the arts and curiosity about the world, and help our young dancers learn to work together, develop personal standards of excellence and cultivate a confidence in themselves that supports their success in school and in life. Since its founding in 1976, NDI has impacted the lives of over 2 million children.

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