

Development Intern

Description: The intern will report directly to the Stewardship & Special Events Coordinator. Intern will have the opportunity to learn in all areas of Fundraising, encompassing Individual Gifts, Foundation Grants, Corporate Giving and Special Events. Great Opportunity for students interested in careers in Arts Administration, Public Administration or Nonprofit Management.

Learning Opportunities in this position:

- How to Research Corporate, Foundation and Individual Donor Prospects
- Online Database Management
- The Life of a Donation – from Receipt to Acknowledgement
- Patron Development – ranging from “Persons of Note” Tracking to Face Time
- Special Event Planning and Coordination
- Shadow Grant-Writing
- Brainstorm Subscription and Ticket Possibilities
- Proper Maintenance of Donor and Fundraising Records

Duties Include but not limited to:

- Research on corporate, foundation, and individual donor prospects
- Maintenance of general donor correspondence / fundraising records
- Preparing acknowledgement & thank you letters (mail merge & hand written)
- Assist at SFPH events including opening nights.
- Organize and execute donor and subscriber events.
- Help with calling events to sell donor prospects
- Brainstorm subscription promotion possibilities
- Shadow grant writing
- Reach out to donors to schedule cultivation dates
- Reach out to donors to renew annual gifts
- Create “Persons of Note” list for each night’s attendance list.
- Miscellaneous filing and organization projects.

Specific Requirements:

- Fundraising Experience
- Attention to Detail
- Microsoft Word Mail Merge experience a Plus
- Intermediate to Advanced Excel Experience preferred
- Salesforce Experience a plus