

## 3-month Paid Internship Development Office

### **About Young Audiences/Arts for Learning:**

Young Audiences/Arts for Learning, founded in Baltimore in 1950, is the country's foremost arts-in-education nonprofit organization. The Maryland chapter of Young Audiences (YA) provides more than 9,000 arts-in-education opportunities to over 190,000 students, artists, and educators throughout the state each year. The staff, board, and teaching artists of YA work tirelessly to generate opportunities for all students to imagine, create, and realize their full potential through the arts. YA offers its interns a unique and valuable chance to learn the ins and outs of a leading arts-in-education nonprofit and to contribute to the continued success of the organization.

### **Position Description:**

This is an internship that will provide the successful applicant with an opportunity to work in a busy fundraising office and to manage a project from start to finish. The project is a prospect tracking initiative to record prospective funder statuses and data. Tasks include working with the development team to create a system for tracking prospective funders, updating existing prospective funder information, identifying and researching new funders, and identifying next steps for outreach with the Institutional Giving team. This internship is ideal for candidates with the required skills and a strong interest in the arts, fundraising, or non-profit management.

### **Additional learning experiences include the opportunity to:**

- Work with each development team member: Chief Development Officer, Individual Giving Manager, Institutional Giving Manager, Gift & Event Coordinator, and Grant Coordinator.
- Assist with writing and editing, creating and gathering attachments, and packaging and mailing grant proposals.
- Assist with maintaining donor files, both electronic files in the donor database and hard copy files.
- Assist with projects as needed, which may include preparing materials and presentations for board committee meetings, setting and cleaning up after events, analyzing program data or fundraising campaign success rates.
- Assist with donor mailings, such as end-of-year pledge invoicing and the December annual campaign.

### **Requirements and skills:**

The candidate must have and be able to demonstrate attention to detail, strong research skills, strong writing skills, organizational skills, strong interpersonal skills, a positive attitude, and creative problem solving skills, as well as an interest in the arts and/or arts education. Beneficial, but not required: graphic design skills and experience using Excel spreadsheets.

### **About the Internship:**

- The ideal candidate will be able to start before the end of September and intern for 10 weeks
- Work Schedule: flexible; 15 hours per week
- Compensation: \$500 stipend upon successful completion of the internship and/or college credit.

**Application Instructions:** Email resume, cover letter, and a writing sample to Lydia Munz at [Lydia@yamd.org](mailto:Lydia@yamd.org)