

Development Internship Verb Ballets

Description: Exciting project aiding a small but strong arts organization in developing procedures for growing its donor base. This capacity-building work takes place primarily at the Verb Ballets office. The intern will propose efficient procedures and train staff in same. Data collection may require local travel to research libraries. Updating basic foundation contacts, focus and due date data. Some data entry required; able and willing to train others in same.

Time commitment is six weeks, ten hours per week. Flexible scheduling, Saturdays are an option. Two days per week preferred but not required. Successful applicants may be considered for future positions in community outreach, entrepreneurial growth to build non-profit income streams, and donor cultivation.

Required Qualifications: Ability to design, create, update and query Access databases. Experience with donor research. Art or sports background helpful but not required.

Compensation: \$200 stipend awarded to intern who completes time requirement. Free ticket to the ballet.

Start date: Spring 2009, flexible.

To Apply: Email resume and cover letter to Emily Koritz, ekoritz@verbballets.org