



## Year-Round Internship Projects

### Fundraising & Membership Development Internship

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ArtsQuest is seeking a Fundraising & Membership Development intern to assist the Advancement team, working closely with the Membership Manager, the Director of Donor Relations and the Vice President of Community Partnerships. The intern will get hands-on experience in a nonprofit development department, aiding in the creation and distribution of membership and donor communications, planning fundraising and cultivation events, and fostering member and donor relationships.

Responsibilities may include:

- Assisting with membership and fundraising event development
- Creating content for donor development and membership communication materials
- Performing other related tasks, such as information maintenance and input within relationship database to manage and track current and prospective member and donor information
- Communicating with various departments within the organization
- Organizing and assembling membership materials for renewal and acquisition mail campaigns
- Attending development and marketing meetings, as schedule permits
- Providing on-site assistance at ArtsQuest events
- Other duties as assigned
- Fall and Spring interns will be required to work **16-24** hours per week or as needed to fulfill credit requirements

Qualifications:

- Currently enrolled in a full-time undergraduate or graduate degree program studying Arts or Business Administration, Communications or a related field
- Excellent verbal and written communication skills
- Ability to work in a fast-paced environment, setting and adhering to strict deadlines
- The ability to work independently as well as part of a team
- The desire to brainstorm new ideas and participate in a creative environment
- Proficient with Microsoft Office
- Willingness to learn

The internships listed above are generally available year-round except where noted. If you are interested in one or more of the internships listed above, please follow the **Application Instructions and Timelines** posted on our website at [www.artsquest.org/info/internships](http://www.artsquest.org/info/internships) for all the details for qualifying and applying.