



Year-Round Internship

Membership & Development Internship

Membership & Development Internship

ArtsQuest is seeking a Membership & Development intern to assist the Advancement team, working closely with the Membership Manager, the Director of Donor Relations and the Senior Vice President of Advancement. 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. This is an excellent opportunity to network professionally with donors of varying financial levels and to encourage their passion for ArtsQuest through implementing new ideas. All majors and backgrounds can offer something new to this role.

Responsibilities may include:

- Assisting with membership and development events
- Creating content for donor development and membership communications
- Performing other related tasks, such as information management within our database and reporting on current and prospective donors
- Collaborating with various departments within the organization
- Communicating directly with major donors
- Organizing and assembling membership materials for campaigns
- Attending development and marketing meetings
- Providing on-site assistance at ArtsQuest events
- Other duties as assigned
- 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
- Excellent verbal and written communication skills
- Work ethic suited to a fast-paced environment, setting and adhering to strict deadlines
- Ability to work independently as well as part of a team
- 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 for all the details for qualifying and applying.