



Year-Round Internship

Membership & Development Internship

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ArtsQuest is seeking a Membership & Development intern to assist the Advancement team, working closely with the Sr. Manager of Membership. The intern will get hands-on experience in a nonprofit development department, aiding in fostering member and donor relationships, planning fundraising and cultivation events, and analyzing donor and gift data. As a form of marketing that caters to a select group, this is an excellent opportunity to network professionally with donors of varying financial levels and to use fresh marketing ideas to attract new Members. All majors and backgrounds can offer something new to this role.

Responsibilities may include:

- Speaking with ArtsQuest Members and donors over the phone
- Contributing new ideas for renewal and acquisition campaigns
- 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
- Attending development 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, able to quickly build a charismatic relationship with individuals
- 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
- 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.