

POSITION DESCRIPTION

DEPARTMENT: Development
POSITION TITLE: Development Intern
REPORTS TO: Director of Development

JOB SUMMARY:

The Development Intern will work on a variety of projects in support of the Madison Symphony Orchestra's annual development plan, which encompasses all fundraising and donor relations activities. This is an unpaid internship, approximately 10-12 hours per week through December with the possibility of continuing January through May.

Primary Responsibilities:

1. Compile information and photos and compose narrative for grant reports and sponsor thank-you packets.
2. Create e-mail lists from database; compile information for pre-concert donor relations emails.
3. Create mailing lists from database; create, print and mail invitations for concert-related donor appreciation receptions.
4. Assist with preparation for monthly development committee meetings, including sending meeting reminders, obtaining RSVPs and copying handouts.
5. Assist with donor database management and maintenance.
6. As scheduling allows, attend staff and board meetings; participate in in meetings and site visits with current and prospective funders; and participate in special donor events and concert hospitality.
7. Perform other duties as necessary in the overall accomplishment of the Development Department's needs and goals, as assigned by the Director of Development or by other members of the development team.

Qualifications:

Strong Microsoft Office Skills: Word and Excel

Database experience preferred but not required. Must understand the importance of data integrity.

Strong writing skills; Strong attention to detail

Ability to maintain confidentiality

Pleasant and professional demeanor

Professional attire may be required in order to attend meetings and donor events.

Interest in/knowledge of classical music a plus, but not required.

Benefits:

The intern will have the opportunity to attend Symphony performances, meetings and events where s/he may interact with professional leaders in our community. Upon successful completion of the internship, the intern will have a portfolio of work samples and a professional job reference.

To Apply:

E-mail a cover letter explaining why you are interested in the internship, along with a one-page resume, to Casey Oelkers, coelkers@madisonsymphony.org