

Development & Donor Relations Intern

Kauffman Center for the Performing Arts' vision is to enrich the lives of everyone in the community through extraordinary and diverse performing arts experiences. The Kauffman Center's development team seeks an enthusiastic individual who is interested in learning about and participating in the fundraising and donor relations process of a non-profit organization.

Timeframe:

Internships are 10-12 hours per week with the potential for select evening or weekend events. Dates may be flexible to accommodate school schedules; **please indicate availability in a cover letter.**

- **Summer internships** are from mid/late May thru mid/late August.
- **Fall internships** are from early September thru early December.
- **Spring internships** are from early-February thru early-May.

The right candidate:

- Is flexible, dependable, detail-oriented and self-starting.
- Has strong written and verbal communication skills including proofreading ability.
- Is enrolled in or has recently completed a college degree.
- Has a passion for working with a nonprofit organization, even as a volunteer.
- Can maintain a high level of discretion.
- Must be able to manage multiple projects in fast-paced environment.
- Has great computer skills, including a strong background with Microsoft Word, Excel and Outlook.
- Has experience with data entry, PowerPoint and email.
- Previous experience preferred with a Customer Relationship Management (CRM) database (Ex. Tessitura, FIMS, Razor's Edge, Salesforce).

Responsibilities

- Assist with donor research, including finding contact information for prospects identified by staff and updating donor CRM records with bios, birthdate, photos and related background information.
- Develop ideas for growing new Monthly Giving options and other fundraising initiatives.
- Create new member handouts and prepare donor communications.
- Assist with planning and preparing for member meetings, receptions and events.
- Prepare informational packets for donors, prospects and attendees at development meetings.
- Create social media posts related to development efforts and events.
- Attend various department and staff meetings.
- Execute data entry and other administrative duties as assigned.

The intern should be a local student who is available to work at the Kauffman Center. Flexibility for some evening and weekend events is expected.

Compensation:

Up to a \$1,500 stipend will be provided. Staff are also happy to help arrange for course credit.

The Kauffman Center for the Performing Arts seeks a diverse talent pool affording equal opportunity to all candidates without regard to race, color, age, religion, sexual orientation, gender identity, national origin, disability status, protected veteran status or any other characteristic protected by law.

Application process:

Please email a **1-page résumé and 1-page cover letter** to opendoors@kauffmancenter.org. No phone calls, please. All application items must be submitted as a complete package. In your **cover letter**, be sure to include why you want the position, relevant experience, computer skills and at least one professional reference. References will be checked, and interviews will be conducted.

Visit kauffmancenter.org/internships for fall, spring and summer application deadlines. If you are interested in being considered for more than one internship period, please specify that in your accompanying cover letter.