

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, event planning and donor relations process of a nonprofit organization. Engage with the donors and professional staff who promote the performing arts in a world-class venue right here in Kansas City.

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 but please indicate availability in your cover letter (Ex. I have class on Mondays and Tuesdays but would be available these times on Wednesdays, Thursday and Fridays; I will be traveling from August 1 – August 7 and would not be able to work then, etc.).

- **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 enrolled in or has recently completed a college degree.
- Is flexible, dependable, detail-oriented and self-starting.
- Is a confident writer and proofreader; has experience writing social media captions.
- Has excellent verbal communication skills; enjoys meeting new people and relationship building.
- Has a passion for working with a nonprofit organization
- Can maintain a high level of discretion.
- Has experience managing multiple projects at once.
- Is proficient in Microsoft Office.

Preference may be given to candidates who meet the following criteria:

- Has experience with data entry and database management. Extra preference given to candidates with experience with a Customer Relationship Management (CRM) database such as Tessitura, FIMS, Razor's Edge, Salesforce, etc.

A successful intern:

- **Will be able to flex between forward-facing and behind-the-scenes operations.**
- **Will be able to work well in a team setting and individually.**
- **Is a self-starter and have confidence to share ideas and feedback with their team.**
- **Can own a project from start to finish.**

Responsibilities

- Assist with planning and preparing for member meetings, receptions, special concerts and events.

- Create social media posts related to development efforts and events.
- Develop ideas for growing new Monthly Giving options and other fundraising initiatives.
- Create new member handouts and prepare donor communications.
- Prepare informational packets for donors, prospects and attendees at development meetings.
- 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.
- 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:

A \$2100 stipend (delivered in two checks – one midway through the internship and one after internship completion) and two free tickets to a performance of the intern's choice (subject to availability) will be provided. Staff are also happy to help arrange for course credit.

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's name, phone number and email address. References will be checked, and interviews will be conducted following the application deadline.

Applicants who would like to apply for multiple positions must submit separate resumes and cover letters for each position.

Visit kauffmancenter.org/internships for fall, spring and summer application deadlines.

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.