

Mission:

The Kauffman Center for the Performing Arts' vision is to enrich the lives of communities throughout the region, country and world by offering extraordinary and diverse performing arts experiences.

Development Intern:

The Kauffman Center for the Performing Arts seeks an individual who is interested in learning about and participating in the development (e.g. fundraising) process during fall 2017 (preferred September 6th - December 19th). The Intern will also have opportunity for job shadowing, including participating in development team meetings as well as donor meetings and tours (when schedules and confidentiality issues allow).

Note: dates may be flexible to accommodate school schedules. All candidates should indicate availability in cover letter.

The right candidate:

- Can commit a minimum of fifteen hours per week during the course of the internship with some flexibility for selected evening events;
- 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 experience 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, Excel, Word, email.
- Nice to have, but not required:*
- Previous experience 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;
- Assist staff in preparing and sending donor communications
- Prepare informational packets for donors, prospects and attendees at development meetings
- Assist with set-up for meetings and informational tables.
- Staff member tables at Kauffman Center Presents presentations
- Update and maintain list of Kauffman Center programs and key artists;
- Handle data entry and other administrative duties as assigned.

Compensation:

This is an unpaid internship but staff is happy to help arrange for course credit.

Application process:

Please email a 1-page résumé and 1-page cover letter to: Joanna Polley at jpolley@kauffmancenter.org by Tuesday, September 5th, 2017. No phone calls, please. Additional materials, including writing or work samples, are welcome but not required. All application items must be submitted as a complete package. On your cover letter, be sure to include why you want the position, relevant experience, computer skills, and one or two professional references. References will be checked and interviews will be conducted.