



Fundraising & Corporate Sponsorship Internship Summer 2015

Position Description

The Fundraising Intern is a part-time unpaid position, reporting to Fundraising Staff. The primary responsibilities of this position are to assist in the research and securement of corporate and individual support for the Baltimore Office of Promotion & The Art's 30+ programs and events. Duties include, but are not limited to:

- Individual Giving
 - Research donor prospects and input information into database
 - Assist with campaign mailings
 - Assist with gift entry and other donor record keeping
 - Assist with surveying and collecting photos, stories and experiences from participants in events and programs
- Cultivation Events
 - Assist with the planning and coordination of special VIP experiences for sponsors, donors, and gift prospects
 - Work with staff to market events via media and social networking
- Corporate Sponsorship
 - Tracking and reporting on active and trending corporate sponsors
 - Assist with creating and designing sponsorship pitch deliverables
 - Assist with marketing agency outreach
 - Research innovative sponsor activation options
- Provide general computer, word-processing, and other administrative support directly to staff as necessary

Qualifications

The ideal candidate is interested in a career as a nonprofit professional and learning about fundraising. Additional required skills:

- Ability to organize, prioritize and work independently
- Current college –junior or senior–or graduate students are eligible to apply. **Applicants who are not registered students are not eligible.**
- Excellent oral and written communications skills
- Strong analytical skills, ability to multi-task, and have attention to detail
- Ability to conduct internet research

Hours & Compensation

- Student must be available at least two days per week or the equivalent of at least 14 hours per week; BOPA is open Monday to Friday from 9:00am to 5:00pm.
- Student must be able to work on-site as an intern for a portion of the Artscape festival, July 17-19, 2015.
- This is an unpaid position.
- Intern may be eligible for gaining college/university credits toward graduation. (Intern should explore this possibility with their school prior to applying for the internship.)
- Parking or Monthly Transit Pass may be provided to the student by BOPA, pending availability.

To Apply for an Internship:

Please send your resume and cover letter by email to: Jennifer Cox at jcox@promotionandarts.org. In the Subject Line of your email, please identify the name of the internship for which you are applying.

Application Deadlines:

Application due no later than **April 24, 2015.**