



Harlem School of the Arts Development Intern Job Description

The Harlem School of the Arts is accepting applications for a Development Intern for Summer 2017 (May-August). The intern will work closely with the VP of Development and External Affairs and Development Associate. Interns will have the opportunity to work on a variety of projects and will learn about multiple facets of non-profit fundraising, from events and individual major gifts to corporate, foundation, and government fundraising. Specifically, the intern will:

- Assist with archiving gift back-up and processing donations in Raiser's Edge
- Analyze data for grant reporting
- Research new funding prospects
- Interview and document student experiences for grant narratives
- Assist with production of fundraising events: i.e. planning for the Annual Gala in October
- Assist with the stewardship of current funders
- Assist on other projects as needed

Qualifications

The ideal candidates will possess excellent writing, communications and research skills, be proficient in Microsoft Office programs, have a desire to learn about fundraising, and an interest in the performing and/or visual arts. Experience with databases such as Raiser's Edge preferred. Arts Management, English, Business Administration, or Journalism majors preferred but all qualified applicants will be considered.

Days/Hours: Applicants must be available to work a minimum of 10-16 hours per week

College Credit: Must be arranged through your school

To apply:

Send a brief letter of interest, resume and two references from previous employers and/or professors to: development@hsanyc.org. Writing samples will be requested prior to final selection.

For more information about Harlem School of the Arts, visit www.HSAnyc.org.