



Development Internship

Organization Summary: *Free Arts Minnesota is a nonprofit organization dedicated to bringing the healing powers of artistic expression into the lives of abused, neglected and at-risk children and their families. Over 250 trained volunteers bring arts and mentorship to children living in residential treatment centers, domestic abuse shelters, therapeutic preschools and special school settings throughout Minnesota.*

Job Description: Development Intern will work in a fast-paced and forward-thinking environment, with true hands-on opportunities. They may develop prospect lists, conduct research, support fundraising events, assist in data entry, or make personal asks. This position involves administrative assistance, event planning and implementation assistance, assembly and distribution of marketing materials, invitation calls, and donation requests as well as Internet research. The Development Intern position is available for 15 - 20 hours a week, for a 3 - 6 month period, beginning immediately. Some weekend work will be required.

The ideal candidate would be out-going, self-motivated, a critical thinker, able to work with diverse groups of people including volunteers, in addition to being proficient in Microsoft Word, Excel and internet capabilities. In addition, candidates should also have interpersonal, written, phone, and database entry skills.

Ideal candidates will be currently pursuing a BA and interested in non-profit fundraising or related field and be at their junior or senior level of study.

This is a volunteer position. College credit may be available depending on the requirements of your college or university.

Responsibilities:

- Working directly with Development Manager to improve programs
- Conduct prospect research
- Assist in coordinating special events
- Create How-To's for projects he / she works on
- Database entry (enter and update donor information)
- Call local organizations for solicitations
- Assist with cultivating donors and annual luncheon
- Other duties as assigned

Interested applicants should send a cover letter and resume via email or mail to

Free Arts Minnesota

Attn: Andrea Satter

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Minneapolis, MN 55401

Andrea@freeartsminnesota.org

No phone calls please