

## **Development Intern**

*Job Description as of January 2018*

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### **Position Overview**

In alignment with our mission—*using theater to illustrate and animate, Mixed Blood models pluralism in pursuit of interconnections, shared humanity, and engaged citizenry*—and as a part-time member of the Mixed Blood team, this position seeks to provide opportunities that deepen the intern's skills while adding value to the organization.

**Position Title:** *Development Intern*  
**Reports to:** *Chief Operating Officer*  
**Status:** *Part time, non-exempt*

### **Primary Opportunities**

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In collaboration with the Chief Operating Officer, Development Manager, and Artist Director, provide assistance with projects as assigned to develop skills and deepen understanding of:

#### **Individual Giving**

- Fundraising from individuals, including: prospect research and management; solicitation assembly and disbursement; event management.

#### **Institutional Giving**

- Fundraising from foundations and corporations, including: assisting with editing grant proposals, researching prospective grant funding opportunities, creating reports, tracking results.

#### **Corporate Giving & Sponsorship**

- Fundraising from corporations and other businesses, including: researching prospective sponsors, building contact and network analysis, drafting and editing prospective pitches, building collateral.

#### **Development Information Management**

- Assist with handling and managing day-to-day data management practices, including: working with the chief operating officer to ideate and research best practices for data management.

#### **General**

- As an intern, it is our goal to provide you with as comprehensive of an experience as we can provide. With that goal in mind, assume and manage other duties and projects as assigned.

### **Requirements & Compensation**

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Interested applicants should be interested in a career in social-justice oriented organizations that engage the arts in some capacity. While currently-enrolled undergraduate students are encouraged to apply, any applicant regardless of age or background who is interested are eligible to apply. Ability to travel to Mixed Blood Theatre, work 10 hours/week from February 1 - May 2018, required. \$500 stipend provided.