



DEVELOPMENT INTERNSHIP

Background: Velocity is Seattle's premier art center dedicated to contemporary dance and performance. Velocity's mission is to advance contemporary dance and movement-based art by fostering the creative explorations of artists and audiences through an invested commitment to education, creation, performance, inquiry, community participation and inter/national exchange.

Reports to: Managing Director, MVP and Donor Relations Coordinator

Position Description: The Development Intern works directly with the Managing Director to help ensure smooth day-to-day organizational fundraising operations.

Term of Position: This is appointment starts August 1st, 2016 and ends January 1st, 2017. (These dates are semi-negotiable). It can be renewed based on mutual agreement. The Intern will submit weekly hourly reports to the Operations Manager. The Intern may resign from post with 15 days notice.

Hours: 10-15 hours per week. Flexible schedule, but must meet established guidelines.

Compensation: Position is unpaid, but will be entitled to unlimited classes at the rate of \$5/class and discounted rehearsal space at Velocity.

- Academic Credit: Contact your university for this information. Velocity will fill out any necessary forms for the completion of credit.
- Great resume builder.
- Inside look at and active involvement in running an arts non-profit organization.

Responsibilities include but are not limited to:

- Ensure corporate/government/foundation funders are acknowledged in a timely manner.
- Donor/funder data maintained in database (PatronManager/SalesForce).
- Assist in maintaining grants schedule and preparing submissions.

- Assist in misc. administrative tasks during heavy fundraising deadlines i.e. End-of Year (EOY) mailing, BASH event details, cultivation/stewardship events, etc.
- Assist with representing Velocity to students, patrons, and donors as needed in office.
- Support organizational culture to include a 'Culture of Philanthropy'.

Qualifications

- Ability to multitask
- Fine attention to detail
- Strong organizational, writing, verbal and interpersonal skills
- Ability to balance working independently while simultaneously collaborating with a team.
- Proficiency with Apple computers and OS systems, Microsoft Word and Excel
- Understanding of PatronManager a plus.
- Strong passion for dance, dance performance and the Seattle dance community.
- Ability to maintain donor/funder discretion.
- Interest in gaining experience in fundraising activities.
- Dependability.

How to apply:

Priority will be given to applications submitted by July 22nd, 2016.
Submit via email to Michaela Federspiel, MVP and Donor Relations Coordinator,
development@velocitydancecenter.org.

1. Cover Letter in the body of the email addressing the following:
 - a. Why you are interested in the Velocity Development Internship?
 - b. What are your goals and expectations for the Internship?
 - c. What skills you believe would be an asset to our organization.
2. One Page Resume as a PDF.
3. Include any support materials you believe to be relevant to your application