



DEVELOPMENT AND DATABASE MANAGEMENT INTERNSHIP

Background: Velocity is Seattle's premier art center dedicated to contemporary dance and performance. Its 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: Development Coordinator

Position description: The Development Intern works directly with the Development Coordinator to maintain the accuracy of our donor database and help ensure smooth day-to-day fundraising operations.

Term of Position: Six months: July 3rd, 2017 through January 31st, 2018.

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 \$7/hour 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:

- Donor/funder data maintained in database (PatronManager/SalesForce).
- Donor/funder database checked for accuracy
- Perform regular cleaning of data in donor/funder database
- Ensure corporate/government/foundation funders are acknowledged in timely manner.
- Assist in maintaining grants schedule and preparing submissions.
- Assist in cultivating our monthly membership (MVP) program.
- 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.
- Attend select performances and speak to attendees about our mission and values.
- Support organizational culture to include a 'Culture of Philanthropy'.

How to apply:

Priority will be given to applications submitted by June 23rd, 2017. Submit via email to Serra Shelton, Development Coordinator, development@velocitydancecenter.org. To apply, send:

1) a cover letter addressing the following questions;

- Why you are interested in the Velocity Development/Database Internship?
- How does your past work experience relate to this position?
- What are your goals and expectations for the Internship?

2) current resume

3) any other supporting materials you believe are relative.