



DEVELOPMENT 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 help ensure smooth day-to-day organizational fundraising operations.

Term of Position: February 1st, 2017 and ends August 1st, 2017.

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 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'.

How to apply:

Priority will be given to applications submitted by January 22nd, 2017. Submit via email to Serra Shelton, Development Coordinator, development@velocitydancecenter.org. Send cover letter, resume, and any other supporting materials you believe are relevant.