



DEVELOPMENT INTERNSHIP

Mission of Velocity: Velocity is Seattle's premier art center dedicated to contemporary dance and performance.

Velocity advances 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.

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 Associate

Position description: The Development Intern works directly with the Development Associate and Development Manager to help ensure smooth day-to-day organizational fundraising operations.

Term of Position: This appointment starts January 1, 2018 and ends June 31, 2018. (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/individual funders are acknowledged in timely manner.
- Donor/funder data maintained in database (PatronManager/SalesForce).

- Oversee input of new student information in Patron Manager and programing numbers in tracking documents.
- 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:

Submit via email to Colleen Borst, Development Manager, at 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