

Development/Fundraising Intern

Westport Country Playhouse is looking to hire a Development Intern to work March 26 through November 12, 2019.

The Development/Fundraising Intern serves as assistant to the development department, which encompasses special events and working with major donors. The Development/Fundraising Intern assists all aspects of the development department, including planning and implementation of donor cultivation events and other fundraising activities, research individual and institutional donor prospects, gift entry and database administration, and assists with administrative functions and maintaining fundraising data for the organization.

This position includes regular weekend and evening work.

Responsibilities

- Manage and enter all donation information into Tessitura, ensure accuracy of daily gift reconciliation and financial controls with finance department
- Prepare and mail all gift acknowledgements on a daily basis
- Conduct research into individual and institutional giving prospects for the managing director and director of development
- Assist and provide hospitality during all special events
- Assist development staff with daily operations and annual gala fundraiser
- Maintain department expenses and budgets
- Monitor inventory of office and event supplies
- Compile season program listing

Qualifications

- Understanding of and commitment to the mission of Westport Country Playhouse.
- Strong attention to detail, with demonstrated project management, organizational, and research abilities including analyzing large volumes of information from disparate sources and synthesizing it in cogent and concise written form
- Flexible and adaptable to a fast paced, evolving work environment; ability to prioritize work, manage multiple tasks, and meet deadlines in a time-constrained environment
- Strong writing and interpersonal skills
- Understanding of relational databases
- Professionalism, maturity, and an ability to work with confidential information
- Ability to understand and work with financial information and standard office software, including Microsoft Word, Excel, and Powerpoint
- A Bachelor's degree, or an equivalent combination of education and experience

Compensation

Weekly stipend of \$250 plus transportation reimbursement from NYC and surrounding areas.