

DEVELOPMENT INTERN

Status: Internship

Length: 10 weeks from June 7 - August 13, 2021

Reports to: Director of Development

Stipend: \$350 per week

THE POSITION

The **Development Intern** serves as assistant to the development department, which encompasses special events and working with 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 may include in person, evening and weekend work as needed.

ESSENTIAL FUNCTIONS

- 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, both virtual and in-person
Assist development staff with daily operations
- Maintain department expenses and budgets
- Monitor inventory of office and event supplies
- Compile season program listing

KNOWLEDGE, SKILLS, AND ABILITIES

- 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
- 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

SPECIAL COVID FACTORS

- With current Shelter-In-Place restrictions in effect, most Playhouse staff is currently working from home including our interns. If in person work is required, your supervisor will contact you.
- Should you not have access to a computer to work from home, one can be provided for you.

ABOUT WESTPORT COUNTRY PLAYHOUSE

Westport Country Playhouse sits on Paugussett and Wappinger land.

The Playhouse is a non-profit organization that produces theater from playwrights, actors, directors, and designers of all backgrounds, while entertaining audiences and exploring human and societal issues along the way.

As our nation grapples with current events, we at Westport Country Playhouse have begun the process of creating an antiracist environment with our staff, artists, community leaders, and board members. We are having ongoing discussions around equity, diversity, and inclusion (EDI) as well as relevant trainings in antiracist practice, bystander intervention, and social justice. All Playhouse staff, including the interns, must be committed to learning about EDI work and engaging with the Playhouse in this mission.

YOU SHOULD APPLY

The Playhouse is committed to creating a diverse and inclusive environment and is proud to be an equal opportunity employer. Applicants from populations underrepresented in the theater field are strongly encouraged to apply. All qualified applications will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, familial status, sexual orientation, national origin, ability, age, or veteran status.

HOW TO APPLY

- Complete application [here](#)
- Upload headshot (photo of head and shoulders only) and resume or CV [here](#)
- No phone calls or drop-in visits, please.
- Questions, email education@westportplayhouse.org