



## Center for Puppetry Arts Development/Fundraising Internship

The Center for Puppetry Arts seeks an intern to assist the Development department in day-to-day activities. Duties include assisting with writing and editing of fundraising appeals; researching potential contributors and fundraising ideas; assisting with the planning, organization and logistics of cultivation parties and other special events, and other duties as needed. Summer interns will have a special focus on helping to plan String Fling, the Center's annual fundraising gala.

This internship would provide the intern with valuable, real-world experience; the intern will be an integral part of the Development department.

The intern would work approximately 10-15 hours per week during the quarter/semester for a total of between 150 and 250 hours. Those hours may be worked in any combination at the discretion of the intern and the supervisor. This is an unpaid internship and is considered a volunteer position. On the successful completion of the mutually agreed upon requirements of this internship, the intern will receive a \$200 stipend. This stipend is in gratitude of the intern's dedication to our organization and represents a nominal fee denoting the relative sacrifice of the intern's volunteer status.

Desired Qualifications: The ideal intern will:

- Be organized and detail-oriented.
- Be personable and professional when interacting with donors and board members.
- Possess strong writing, computer, and phone skills.
- Be working toward an applicable major with a GPA of at least 3.0.
- Have an interest in fundraising, event planning, and/or grants.

Compensation:

- Items produced that the intern can add to their portfolio
- Real-world work experience
- 4 free tickets to all family performances and 2 free tickets to all adult performances during their internship
- 20% discount in the Center's Museum Store.
- Interns completing the full requirement of the internship will receive a \$200 stipend.

At the end of the internship, the intern must fill out a written evaluation of the program and the intern's supervisor will fill out a written evaluation of the intern's abilities and progress.

The main duties of the intern will:

- Pending availability, volunteer at String Fling gala
- Assist with String Fling, the Center's annual fundraiser
- Assist with solicitation, acknowledgement, and presentation of auction items for String Fling
- Assist with the writing and production of fundraising appeals, grant materials, acknowledgement letters, e-mails, and other materials
- Research potential contributors and fundraising ideas

- Assist with planning and logistics of cultivation parties and other special events
- Assist with data entry in Raiser's Edge fundraising database
- Assist with developing and maintaining accounts for donors
- Produce membership packets and information packets
- Assist with preparation for Board and committee meetings
- Assist with departmental mailings
- Other duties as assigned

REQUIRED APPLICATION MATERIALS:

- Cover Letter
- Resume
- Course Requirements (if applicable)

PLEASE SUBMIT ALL MATERIALS TO:

Email: **internship@puppet.org** In Subject Line: "Name" – "internship applying for" Example: John Smith – 2013 Spring Development Internship

Please note any attachment over 10 MB may need to be sent in separate emails.

No Phone Calls Please: if you have questions please email **Jena Lynch** at **internship@puppet.org**

OR

Center for Puppetry Arts ATTN: Internship Coordinator 1404 Spring St. NW Atlanta, GA 30309