



Intern - Development

RESPONSIBILITIES: Assist the Development Department in its research, cultivation, solicitation and stewardship of prospects and donors to achieve its 2009-2010 Annual Campaign goal of \$5.2 million.

- Research individual, corporate and foundation prospects using Foundation Directory Online and other resources
- Create trend analysis from previous Annual Campaign data
- Assemble proposal materials
- Organize files
- Coordinate efforts within the department to maintain archives of relevant materials
- Maintain patron database, Tessitura
- Create press kits for special events
- Draft proposals and other written materials including acknowledgement letters as needed
- Assist at special events and performances as needed
- Answer phones
- Other duties as assigned

QUALIFICATIONS: Serious interest in the art form from a management perspective. High level of attention to detail and accuracy, outstanding written and verbal communication skills, and a positive, professional attitude. If interested in special event and performance work, one must be willing and able to work evenings and weekend hours. 10 – 40 hours a week. Excellent Microsoft Office skills are a must. Bi-lingual (English/Spanish) is a plus. Minimum commitment: one semester.

BENEFITS:

- Academic credit may be arranged at the discretion of the academic institution
- Advance one's professional communication skills
- Gain knowledge of the internal operations of an OPERA America-designated Level I company with special attention to annual giving, special events, and volunteer services
- Acquire knowledge of and experience with Tessitura, the premier patron database designed specifically for the performing arts industry
- Further develop the ability to manage projects
- Experience with a performance review process
- Letters of recommendation provided upon successful completion of the internship

DEPARTMENT: Development

REPORTS TO: Director of Development, Director of Individual Giving, Director of External Relations, OR Director of Annual Giving

INDIRECT REPORTS TO: Grants Manager and Corporate Relations Manager

COMPENSATION: Unpaid Internship

INQUIRIES TO: jobs@fgo.org

Florida Grand Opera is an equal opportunity employer.