SUMMER OF THE ARTS
POSITION DESCRIPTION: DEVELOPMENT & COMMUNICATIONS INTERN

Position Summary: The Development & Communications Intern will assist with multiple aspects of nonprofit fundraising, including the fall mailing, donor database reports, the development of an end-of-year campaign, and sponsor relations. They will also draft weekly newsletters and a specialty donor newsletter once a month and assist staff with general end-of-season tasks such as finalizing sponsor marketing reports. We want an individual that will creatively engage with our organization and promote Summer of the Arts and its festivals to community and potential donors while never losing sight of our mission to provide free, inclusive, all-ages programming to the local community. **Must be able to work in a fast-paced environment and manage multiple tasks and assignments.**

Hours and Duration: This internship is 8-9 hours per week. The proposed dates are August 8 through November 18, but this is flexible and negotiable, especially if required to complete a specific number of hours for credit. Must be available on September 23-24 for limited shifts at the Soul & Blues Festival. This is a wonderful way to experience our programming, as most of it happens in the summer.

Compensation: This is an unpaid internship, but it may qualify for academic credit or the 0-credit transcript notation. We highly encourage students to take this for credit.

Essential Duties and Responsibilities

**Development**
- Assist with development of Fall 2022 mailing(s)
- Assist with management of deliverables and marketing for fundraising events such as Eat for the Arts
- Train in MobileCause and DonorPerfect to assist with reports as needed
- Assist with development of new fundraising opportunities and end-of-year campaign
- Attend Development Committee meetings if able

**Sponsor Relations**
- Write thank-you cards to sponsors
- Gather information for use in sponsor promotion and marketing reports
- Complete compilation of sponsor marketing reports if needed
- Distribute Summer of the Arts promotional materials to sponsors
- Arrange for receipt/confirmation of current sponsor logos and appropriate placement of them

**Newsletters**
- Create weekly Constant Contact newsletters and develop content for each newsletter, including spotlight articles on artists and sponsors, etc.
- Create monthly donor newsletter

Knowledge, Skills and Qualifications

- Experience in development, nonprofit management, event- or arts management, marketing, or communications preferred
- Motivated self-starter with good time management skills
- Well organized, strong on follow-through
- Excellent verbal and written communication skills; an effective listener
- Strong degree of integrity and a high ethical approach to all aspects of assigned responsibilities
- Knowledge of standard software including Microsoft Office suite

Outcomes

- Develop and/or strengthen industry-appropriate skills
- Professionally and respectfully communicate in person and in writing
- Understand nonprofit structures, organizing principles, and the impact we have on the Iowa City community

Position reports to: Eric Johnson, Development Director, in coordination with other staff members

To Apply: Send cover letter, resume, and writing sample to Andrea Truitt: andrea@summeroftheARTS.org by May 2, 2022.