



Did you know that almost 70% of Vera's operating budget comes from donations, grants and other kinds of community support? Fundraising skills can be a key component of a successful career in non-profits. Are you interested in learning more about how a non-profit arts organization works, and developing hands on skills in a fundraising office? Well you're in luck, because The Vera Project is looking for a new Fundraising and Development Intern! Work closely with the Development Director, helping Vera to continue providing opportunities for Seattle's all-ages music and art community.

POSITION OVERVIEW

The Development Intern works with Vera's fund Development team to maintain ongoing individual, foundation and corporate fundraising efforts. You will get hands-on experience in day-to-day donor tracking and follow-up; communications and donor outreach; researching and writing grant applications; fundraising events and working with financial information. This is a great opportunity for anyone interested in how the non-profit fundraising world works and what it takes to keep a mid-size arts organization like Vera up and running financially. *Priority for Vera internships goes to young people 14 to 24 years of age.*

RESPONSIBILITIES

- Track/acknowledge incoming donations in a timely manner
- Follow up with donors and foundations as necessary
- Research potential foundation, corporate, public fund and in-kind opportunities
- Compose at least one grant and final report
- Help coordinate fundraising mailings and assist with events as necessary
- Attend at least one Board or Fundraising Committee meeting
- Recruit, hire and train the next Intern in coordination with the development team

BENEFITS

- Valuable experience in non-profit fund development and operations
- Experience composing professional letters, proposals and reports
- Data management skills
- Potential eligibility for college credit
- Monthly stipend

DESIRED SKILLS

- Strong verbal and written communication skills
- Time management skills and ability to meet deadlines
- Familiarity with Seattle's music and arts community
- Basic knowledge of Microsoft Office is recommended



REPORTS TO: Development Director, Development Coordinator

HOURS: 10-15 per week, coordinated with development staff

INTERNSHIP DURATION: 4-6 months

Interested individuals should send a resume and cover letter to hiringcommittee@theveraproject.org by the posted deadline.