



Development & Community Leadership Intern

Position Overview:

The Development & Community Leadership intern works to collaborate with and support the Development and Community Engagement Manager. This position helps to facilitate The Vera Project's creative financial development strategies, community organizing and outreach programming, community leadership committee guidance, special event production, donor engagement efforts, and grant management.

As part of the development and outreach team, the Development & Community Leadership Intern will have the opportunity to learn the intricacies of funds development and community organizing, building skills to prepare for a career in the nonprofit world, and directly contribute to our shared arts/activist community.

Key responsibilities:

- Coordinate community organizing and outreach programming
- Contribute to the facilitation of the Community and Civic Leadership Committee (working title)
- Participate in the planning and execution of Live from our Living Room (December 8th, 2018), Viva Vera Gala (February 23rd, 2019), and other key special fundraising events.
- Assist staff in donor engagement and outreach efforts
- Collaborate with development team on grant prospecting & management
- Support and produce miscellaneous fundraising and social entrepreneurship efforts
- Organize grant calendars, donor acknowledgements, sponsor prospects, and auction items.

Required qualifications:

- Interest and/or experience in community organizing, fundraising, outreach, and event management.
- Ability to work collaboratively with large groups of volunteers of all ages and lived experiences
- Ability to use Google Docs & Sheets to develop professional letters & reports
- Ability to use and troubleshoot standard office equipment including computers, printers, fax machine, and photocopier
- Ability to maintain confidentiality when appropriate/required
- Ability to process, absorb, and share information
- Flexible schedule including evenings & weekends.



Reports to: Development & Community Engagement Manager

Hours: 10-15 hrs/wk (flexible)

Internship Duration: 12 Months

Compensation: \$200.00 stipend + \$50.00 travel reimbursement per month

The Vera Project (VERA) is a Seattle-based music & arts venue dedicated to fostering a participatory creative culture through popular music concerts, arts programs, experiential learning, and volunteer opportunities for all ages, especially young people. The Vera Project is an Equal Opportunity Employer. People of color, womxn, queer, transgender, and non-binary folx are encouraged to apply. VERA is committed to providing an inclusive space, open to all ages, genders, races, cultures, religions, abilities, etc. and asks all members to sign our Participation Agreement to verify their commitment and accountability to our shared values.

APPLICATION PROCESS:

Please submit a cover letter and resume to [hiringcommittee@theveraproject.org](mailto: hiringcommittee@theveraproject.org) with "Development & Community Leadership Intern, YOUR FIRST/LAST NAME" in the subject line. Priority deadline is 10/22/18

Please note, we know there are great candidates who may not fit into what we've described, or who have important skills we haven't thought of. If that's you, don't hesitate to apply and tell us about yourself! Or get in touch with us and simply ask, at [hiringcommittee@theveraproject.org](mailto: hiringcommittee@theveraproject.org).