

POSITION: Development Intern

TYPE: Intern, part-time, fall semester or entire school year

HOURS: Flexible, 5-10 hours/week, some weekend evenings as needed. Start date is as soon as candidate is available.

COMPENSATION: This is an unpaid internship. Complimentary tickets to all Mixed Blood Theatre shows, as well as substantial experience and networking in a professional non-profit theatre setting.

The DEVELOPMENT INTERN will assist the development office with the fundraising efforts of the organization, largely focused on supporting and enhancing the Theatre's relationship with individual donors. Primary duties will include donor tracking and gift processing, special events support, assembly of mailing solicitations/acknowledgments, and creating and implementing a donor communication/stewardship plan. Other duties may be assigned based on the applicant's interests and experience.

SKILLS/QUALIFICATIONS:

- Superior organizational and communication skills (particularly in writing)
- Strategic thinking and problem-solving
- Ability to communicate clearly and passionately with a wide variety of people
- Willingness to learn and take on new projects
- Passion for the performing arts and/or social change

WHAT YOU'LL GET OUT OF THE EXPERIENCE: The Development Intern will be considered a part of the staff in every way possible, and is invited to participate in meetings, planning sessions, and events as you are available, including the chance to sit in on the construction of a three-year strategic plan. By the end of the internship period, you will have a firm grasp of a relational database, a portfolio of fundraising work, and will have made a permanent impact on how we engage individual donors. You will gain a clear picture of managing a broad range of fundraising activities for a mid-sized arts organization.

TO APPLY: Please send cover letter, resume, and the attached internship application to Scott Artley (scott@mixedblood.com). Applications can also be sent to the address below:

Mixed Blood Theatre
c/o Development Intern Application
1501 South Fourth Street
Minneapolis, MN
55454