

Development Intern, Kelly-Strayhorn Theater, Pittsburgh PA

Development Intern – Designed for an organized individual with great communication skills and a passion for community engagement in the arts. This position requires creativity and the ability to solve problems quickly. It is highly collaborative. The Development Intern will assist the Development Associate in managing grants, communication with funders and donors, and organizing cultivation events.

Primary Responsibilities include:

- Assist in researching grant opportunities
- Assist in drafting and compiling grant proposals
- Maintain calendar of due dates of grant progress and final reports
- Draft grant progress and final reports
- Assist in drafting letters of support for grant proposals, and reaching out to appropriate parties to obtain said letters
- Maintain Giftworks database of donors, and Outlook e-mail database of contributors and local stakeholders
- Compose fundraising letters with materials during fundraising drives, package and mail them out.
- Assist in the organizing, planning and convening of fundraising and community events
- Organize community outreach activities for KST
- Manage volunteer program at KST
- Write and upload e-blast and website content

Requirements:

1. Excellent verbal and written communication skills
2. Must be accurate and detail oriented, with strong organizational and time management skills and the ability to prioritize competing priorities in a complex and fast paced environment
3. Organized and ability to complete multiple deadlines
4. Good communications skills and the ability to represent the Kelly-Strayhorn to community groups, donors, patrons, and volunteers.
5. Ability to work with a diverse group of artists and volunteers.
6. Willingness to work at least 10 hours per week and events