



### **Arts Management/Donor Stewardship Internship**

#### **Position Summary**

The Arts Management/Donor Stewardship Intern is an important member of Penland's development team and works closely with professional staff to gain practical work experience in fundraising and stewardship strategies that support the school's mission and programs. He or she will learn about each staff role and gain valuable knowledge and experience in donor cultivation and stewardship, events, prospect research, data management and use of the Raiser's Edge donor database, a widely used software in non-profits. The development intern reports to the Development Associate for Individual Giving. The internship period is May 21 through September 14, 2018, 40 hours/week. (Start and end dates are negotiable.)

A Penland internship offers a unique opportunity to live and work in a dynamic, creative educational community and work with accomplished professionals in a mutual learning and knowledge sharing environment. *A small stipend for work is included.* All housing and meals will be provided at no charge to the intern for the duration of the internship period with a \$75 stipend for each week of the internship when the Pines dining hall is closed. Class and studio access is not provided.

Penland will work with applicants seeking educational credit for the internship. Details can be discussed in the interview process.

#### **Responsibilities**

- Assist with planning, set-up, and/or management of special events such as Penland Friends Parties, Scholarship Auctions, the Annual Benefit Auction, and other donor cultivation/stewardship events
- Conduct prospect research
- Assist with maintenance of the donor database (Raiser's Edge), i.e. creating and updating records
- Provide writing and/or editing support for donor correspondence
- Facilitate the scholarship program, i.e. assist with student orientations, collect and manage student thank you letters/evaluations, conduct student interviews, and prepare donor thank you packages
- Attend relevant departmental and board committee meetings, record meeting minutes if applicable
- Conduct clerical and administrative duties such as data entry, filing, copying, etc.

#### **Qualifications**

- Demonstrated interest in the arts / arts management
- High proficiency level with Microsoft Outlook, Word, and Excel
- Excellent verbal and written communication skills and customer service skills

- Familiarity with donor databases such as Blackbaud's Raiser's Edge is helpful but not required
- Proven ability to work collaboratively with diverse groups of individuals
- Highly organized, with excellent time management skills including the ability to work within deadlines, under pressure, and with a positive attitude
- Attention to detail and ability to ensure accuracy
- Working knowledge of online research
- Possess a positive professional demeanor, emotional maturity, and a sense of humor
- Ability to accommodate a flexible work schedule; **must work the week of Aug. 6<sup>th</sup>**, including the two-day benefit auction weekend event on August 10-11th

### **Physical Demands**

This position requires the applicant to walk unaided up and down hills and over uneven terrain, bend, stoop, reach above their head, have use of fine and gross motor skills, and work in close quarters. The applicant must have normal visual acuity at near and far distance with correction and hear the spoken word with correction. The applicant must be fluent in English. The position demands frequent exposure to inclement weather. While performing the duties of this job, the applicant is regularly required to sit and to work at a computer. The applicant is frequently required to use hands to finger, handle, or touch objects, tools, or controls and to talk fluently. The applicant must occasionally lift and/or move heavy objects weighing up to 75 pounds.

### **To Apply**

Penland School of Crafts believes that diversity and inclusion are essential to fulfilling its mission. We want to inspire and nurture the human spirit, and we value the perspectives and contributions of all people. We want the Penland experience to include varied ideas, world views, and personal characteristics. Penland is committed to being a community that welcomes and respects everyone regardless of age, ability, ethnicity, race, religion, philosophical or political beliefs, sexual orientation, gender identity or expression, nationality, geographic origin, and socioeconomic status. We are committed to providing an environment free of discrimination.

The internship will remain open until filled, however the initial review of applications will consist of applications received by **February 1, 2018**. Send resume and cover letter addressing relevant experience and interest in the internship, personal contact information and email contact information for at least 3 professional references (a minimum of 1 of the 3 shall be from an employer) to Nancy Allison, Development Associate for Individual Giving, Penland School of Crafts, PO Box 37 Penland, NC 28765 or [nancyallison@penland.org](mailto:nancyallison@penland.org).

*Penland School of Crafts is an international center for craft education offering residential workshops, residencies, community education programs, and exhibitions. Located on 420 acres in the NC Mountains, Penland has 16 teaching studios and a total of 57 historic and contemporary buildings. Penland School of Crafts is an equal opportunity employer with a staff of 63. Penland operates with a \$16 million endowment and an annual operating budget of \$5.8 million. We offer several internships throughout the year. Penland is located about an hour northeast of Asheville, NC.*