



**JOB TITLE:** Development Intern

**REPORTS TO:** Music Director and Board Officers

**Type of Employment:** Part-time (5-10 hours per week)

\$2000 per year (paid bi-annually) plus incentives:

\$1250 additional pay if \$25,000 raised in new funds

\$2500 additional pay if \$50,000 raised in new funds

**Position Overview:** The Development Intern assists the board in building the orchestra's capacity for the future through the planning and implementation of all fundraising activities, including annual fund drives, corporate sponsorships, endowment/planned giving, grant applications, and new initiatives. The Development Intern works closely with and reports to the Music Director, the President, and the Treasurer of the Perrysburg Symphony Orchestra to determine goals and budgets for fundraising activities and to seek out additional funding opportunities. The Development Intern establishes relationships with grant-making foundations and corporations, local and federal government agencies that provide arts funding, interacts with donors, business and community leaders in cultivation of new prospects, and work with board members in the execution of fundraising initiatives.

**Development Responsibilities:**

Individual and Corporate Gifts:

- Oversee individual giving through:
  - Identifying and developing relationships with potential donors and maintaining relationships with current donors
  - Sending proper and timely acknowledgement for donations
  - Creating and implementing a robust annual fundraising strategy (direct mail appeals and e-solicitations)
  - Use donor management software (Bloomerang) to track donations
- Pursue corporate sponsorships (including in-kind sponsorships)
- Research and submit grants, in collaboration with the Music Director and Treasurer

Special Events

- Coordinate and facilitate the orchestra's special events, such as galas, pre- and post-concert receptions, sponsored events, and special luncheons and dinners
- Coordinate the fundraising and sponsorship aspects of events

**Qualifications:**

Required: A background in the arts and High School diploma or GED.

Preferred: A bachelor's degree in progress or completed.

CONTACT NAME: Travis Jürgens, Music Director

CONTACT EMAIL: t.juergens@outlook.com

ORCHESTRA WEBSITE: [www.perrysburgsymphony.org](http://www.perrysburgsymphony.org)

**APPLICATION PROCEDURE:** Please send a cover letter and résumé to the email address above with "PSO Development Intern" in the subject line. Apply ASAP. Open until filled.