

**Creative Arts Workshop
Resource Development Internship Opportunity
Description**



Creative Arts Workshop (CAW), a nonprofit visual arts center with a school and gallery in downtown New Haven, CT seeks a resource development intern to start immediately.

The intern will join a dynamic team of professionals under new leadership who are dedicated to CAW's mission and to building a thriving and sustainable institution. As part of realizing the vision for CAW, the intern will work towards measurable goals to increase revenue through contributed income. This is a major growth area for CAW. The intern will work with the Development and Marketing Manager and Executive Director to support specific projects that are part of CAW's overall fundraising strategy. While the intern will report directly to the development and marketing manager, they will also join development meetings with the Executive Director. The intern will have a monthly meeting with the Executive Director focusing on learnings, progress towards goals, and their experience as an intern.

The intern is expected to be onsite for 10 hours per week for a minimum of 3 months. We will provide workspace, access to a computer, printer, and office supplies. Depending on schedule, the intern's work may touch the following areas of knowledge building and exposure: donor and funder research, grant tracking, donor acknowledgements, special events support, and small writing assignments. This internship comes with a small stipend of \$1000 and optional subsidized parking.

Intern will be expected to be an active learner with hands-on activities and assignments that build proficiency. Responsibilities will grow with the arc of the internship.

Primary areas of knowledge building and training

Key fundraising planning tools and processes

- calendar of fundraising deadlines and opportunities
- research on new institutional funder opportunities (grants, areas of giving, priorities, connections to funder and CAW, etc)
- currency of donor data
- compliance and reporting (schedules, processes)
- currency in best fundraising practices and procedures in the nonprofit sector

Skills-based learning

- grant applications (content development and processes)
- special event planning and execution as a key donor touchpoint

QUALIFICATIONS

The ideal intern candidate will be in a higher-education setting in which nonprofit management and administration is a key focus. A keen interest in a career in the arts preferred. Internship can be modified to suit academic requirements, if necessary.

Intern candidate must demonstrate a desire to work as part of a team and work meaningfully towards strategic goals; demonstrate willingness and initiative to acquire skills and knowledge to fulfill job responsibilities. A 'can-do' work ethic is essential as is a commitment to excellence in their work. Intern candidate will have the ability to work with:

- minimal daily supervision but will be willing and able to report in on progress, challenges, and opportunities.
- high degree of focus, organization to track their work in a fast-paced, high communications setting.
- demonstrate a keen interest and drive for accuracy and details as a basis for superior fundraising and stewardship.

Must have demonstrable proficiency in MS Word and excel, as well as Google Suite of applications.

How to apply

Please send resume and a short cover letter describing why this internship meets career and/or educational goals to humanresources@creativeartsworkshop.org.

About Creative Arts Workshop

CAW is a nonprofit regional visual arts center located in the heart of the award-winning Audubon Arts District in downtown New Haven, CT. Artists have been creating at CAW since 1961. CAW provides space in fully-equipped studios to create, engage in dialog, nurture creativity, expression, new ideas and innovation. Its galleries celebrate the visual arts with a growing and vibrant exhibition and public programming roster that encourages examination, reflection, and discussion around the visual arts and the arts field. For more information about CAW, applicants are encouraged to visit creativeartsworkshop.org

Creative Arts Workshop (CAW) provides equal employment opportunity without regard to race, color, sex, age, disability, religion, national origin, marital status, sexual orientation, ancestry, political belief or activity, or status as a veteran. The policy applies to all areas of employment, including recruitment, hiring, training and development, promotion, transfer, termination, layoff, compensation benefits, social and recreational programs, and all other conditions and privileges of employment in accordance with applicable federal, state, and local laws. It is the policy of Creative Arts Workshop to comply with all the relevant and applicable provisions of the Americans with Disabilities Act (ADA). CAW does not discriminate against any qualified employees or job applicants with respect to any terms, privileges, or conditions of employment because of a person's physical or mental disability. CAW makes reasonable accommodation wherever necessary for all employees or applicants with disabilities, provided that the individual is otherwise qualified to safely perform the duties and assignments connected with the job and provided that any accommodations made do not require significant difficulty or expense.

January 24, 2019