



Development Intern 2020 Job Description

Creative Arts Workshop seeks a development intern to start immediately.

Reports to:

Development Officer

Hours per week: 7-10 hours. Tues: 12:00 pm - 5:00 pm, Thurs: 2:30 pm - 4:30 pm remote, Fri: TBD

About CAW

Located in New Haven, Connecticut, Creative Arts Workshop is an educational and cultural center that fosters creativity through participation in the visual arts. CAW welcomes and supports all artists, students, and enthusiasts who wish to engage in creativity by offering both exhibitions and education. We believe that to create freely is to live fully. **Our vision is for anyone from any background to be able to come to CAW and engage their creativity.**

Position Summary

This is a three-month internship, with the possibility of renewal based on performance and departmental needs. A modest stipend may be available.

As development intern, you will gain experience in the operations of a small development department that is trying to grow the organization's funding base. You will have hands on learning and experience in researching funding opportunities; grant writing and reporting; donor engagement strategies; and peer-to-peer fundraising events. You will also learn about the world of nonprofit arts management by working at one of Connecticut's most beloved arts nonprofits.

Responsibilities:

1. Assist in researching new donor prospects, foundations, and corporations to apply for funding
2. Help track deadlines for applications and grant reports
3. Gather data and assist in compiling various fundraising reports
4. Write first drafts of donor communiqués (invitations, thank you letters, etc.)
5. Help maintain database records, both online and in physical files, and
6. Help with administrative tasks: envelope stuffing, data entry, file cleaning, and work-related errands.

Qualifications:

We seek a motivated and responsible college student or young professional who wants experience at a small arts nonprofit. Prior interning experience is not required, but you must have a strong work ethic and eagerness and ability to learn. You should be comfortable working independently, with a team, or with a supervisor. To succeed in this role, you must be fluent in Google Docs & Sheets and have solid writing skills.

How to apply: Email your resume, the names of two references and a writing sample of 1-3 pages to humanresources@creativeartsworkshop.org. No calls, please.

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. CAW provides space in fully-equipped studios to create, engage in dialog, and nurture creative 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, and issues of social and cultural relevance.

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.