

The
HANOVER THEATRE
for the Performing Arts

EMPLOYER: The Hanover Theatre for the Performing Arts

TITLE: Development Intern

DESCRIPTION: The Development Department at The Hanover Theatre is responsible for raising funds so the theatre can retire any and all remaining debts, and to build a strong financial foundation in which the theatre will continue to grow and thrive. The department is also responsible for overseeing all interactions with the theatre's founding members, and basic member relations.

DAY TO DAY TASKS MAY INCLUDE:

- List management
- Research (Grants, sponsorships, memberships and other non-profit and fundraising related categories)
- Help to organize cultivation events
- Help with invoice processing
- Generate thank you letters
- Fulfill acknowledgement, thank you, and corporate mailings
- Proofreading development documents
- General help with the day to day activities of the Development Department and their involvement with theatre performances and events

REQUIRED COMMITMENT:

- 20 hours per week (times TBD)
- Monday-Friday
- 1 Semester (# of weeks varies by semester)

REQUIRED ATTRIBUTES:

- Strong interest in development and the nonprofit sector
- Excellent communication skills (face-to-face and telephone)
- Proven self-starter and desire to take initiative
- Ability to prioritize and manage multiple responsibilities
- Confident personality with the motivation to achieve results
- Strong attention to detail
- Punctual and dependable
- Reliable Transportation (parking will be provided)

To apply for this internship, please email a cover letter and resume to:

internship@thehanovertheatre.org

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