



Development Internship

Department: Development
Job Title: Development Intern (unpaid)
Reports to: Development Manager
Status: Part-time, flexible, seasonal

The Virginia Symphony Orchestra seeks a highly motivated individual to serve as an integral part of the VSO's overall fundraising efforts to raise more than \$3.1 million annually. The intern will lend support to the Development department in the areas of event planning, data management, prospecting, and stewardship to further the organization's fundraising initiatives. This is a wonderful opportunity to learn about non-profit arts fundraising and the ideal candidate will have an interest in the arts, event planning and fundraising activities.

Responsibilities:

- Assist with planning VSO events, such as VSO After Hours, following up on event invitations, tracking guest lists, and providing on-site support.
- Assist with the creation and content development of the Development newsletter.
- Monitor and update the Development pages of the VSO website.
- Provide on-site support for VSO concerts.
- Create and deploy social media content related to Development
- Data entry and database hygiene assignments in the VSO's donor and ticketing database, Tessitura.
- Other duties that may be assigned commensurate with the individual's experience and skill

Qualifications:

- Competency in Microsoft Word, Excel, and Outlook
- Excellent writing skills
- Knowledge and usage of all social media platforms
- Knowledge and appreciation of symphonic music and/or music education
- Event planning and fundraising experience is a plus

To Apply: Interested individuals should submit a cover letter and résumé to Kate Powell, Development Manager, at kpowell@virginiasymphony.org. **Please no phone calls about this posting.**