



Development Internship

Department: Development
Job Title: Development Intern (unpaid)
Reports to: Development Coordinator
Status: Full-time, 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, grant writing, 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, including following up on event invitations, coordinating catering and rentals, and providing on-site support
- Create and deploy content related to Development on the VSO social media platforms
- Data entry in the VSO's donor and ticketing database, Tessitura
- Assist with grant writing process, including calendar management, report tracking, research, prospecting, and data entry
- Assist Development team in maintaining records for corporate trade and sponsorship
- 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 is a plus
- Event planning and fundraising experience is a plus

To Apply: Interested individuals should submit a cover letter and résumé to Lauren Pifer, Development Coordinator, at lpifer@virginiasympphony.org.