

# VSO Development Internship

Overview: Join the Virginia Symphony Orchestra (VSO) as a Development Department Intern and immerse yourself in the dynamic world of nonprofit arts administration. This internship offers a unique opportunity to gain hands-on experience in fundraising, donor relations, event coordination, and administrative support within a renowned cultural institution.

## Responsibilities:

1. **Fundraising Support:** Prepare materials for meetings, including grant proposals, sponsorship packages, and donor communications.
2. **Donor Relations:** Provide support in maintaining donor databases, tracking contributions, and acknowledging gifts promptly and accurately. Assist in coordinating donor recognition activities and events. Assist with donor mailings and responding to donor requests for information or materials.
3. **Event Coordination:** Support the planning and execution of fundraising events, including private events, concerts, and donor receptions. Assist with logistics, RSVP management, on-site coordination, and post-event follow-up.
4. **Administrative Assistance:** Provide general administrative support to the Development Department, including filing, data entry, drafting correspondence, and scheduling meetings.

## Qualifications:

1. **Strong Communication Skills:** Excellent written and verbal communication skills, with meticulous attention to detail.
2. **Organizational Abilities:** Demonstrated ability to manage multiple tasks efficiently, prioritize workload, and meet deadlines.
3. **Team Player:** Collaborative mindset with the ability to work effectively both independently and as part of a team.
4. **Proficiency in Microsoft Office Suite:** Familiarity with Word, Excel, and PowerPoint.
5. **Availability:** Flexible schedule to accommodate occasional evening and weekend events.

### Benefits:

1. **Professional Development:** Gain practical experience in nonprofit fundraising, event planning, and arts administration.
2. **Networking Opportunities:** Connect with professionals in the arts and nonprofit sectors, including VSO staff, donors, and community partners.
3. **Mentorship:** Receive guidance and mentorship from experienced professionals in the Development Department.
4. **Complimentary Tickets:** Enjoy complimentary tickets to select Virginia Symphony Orchestra concerts throughout the internship period.
5. **Resume Building:** Enhance your resume with valuable skills and experiences in a prestigious cultural organization.

### Details and How to Apply:

1. Submit a cover letter and resume by August 1, 2024, to Meredith Arndt, Annual Fund Manager, at [marndt@virginiasymphony.org](mailto:marndt@virginiasymphony.org).
2. This internship is unpaid. You will be responsible for transportation to and from VSO offices in downtown Norfolk.
3. Hours are flexible but will require a minimum of 10 and a maximum of 20 hours per week on a regular schedule. In-office work is preferred, but partial remote work may be permitted to meet the weekly time commitment.