

Florida Symphony Youth Orchestra INTERNSHIP: Development / Donor Relations

The Florida Symphony Youth Orchestra seeks a Development / Donor Relations Intern. This paid opportunity requires 15 – 20 hours / week (flexible hours), including some nights and weekends.

General Description: The Development / Donor Relations Intern is responsible for assisting in maintaining overall funding, and relations with funders for the Florida Symphony Youth Orchestra. The goal is achieved through organization of donor information, long-term relational planning, and event planning and execution.

- Obtain perspective and experience regarding development or donor relations position, specifically with a small nonprofit organization.
- Work as a professional ambassador for the Florida Symphony Youth Orchestra.
- Assist cross-departmental departments, when necessary, in meeting objectives.
- Be a helpful, flexible and enthusiastic member of the FSYO team.
- Fulfill every shift with adequate time management and productivity.
- Become invested in this opportunity – Be resourceful and creative – Take the initiative.

Example of Duties and Responsibilities:

- Assist with compilation of donor database.
- Assist with donor receptions.
- Assist with implementing major mailing campaign.
- Work toward developing Silent Auction and Reception.
- Assist in grant research, application, and follow-through.
- Help set up and implement concerts, special rehearsals, and special events as needed. Some nights and weekends required.
- Assist with Facebook, Twitter, YouTube and website blog updates.

Skills / Qualifications:

- Must be a degree seeking student during time of internship. Internship must be part of the student's curriculum, and must provide earned hours that are directly applied to the student's degree.
- Knowledge of Microsoft Office required; knowledge of Adobe Creative Suite a plus.
- Flexibility to work some nights and weekends.

Application Procedure: Send resume and cover letter to: bscales@fsyo.org. Remember to include the specific internship for which you are applying in the cover letter portion of your application, i.e., "Development / Donor Relations Internship."