

## Summer 2020 Internship Description Template

### SFJAZZ Background:

SFJAZZ is a recognized international leader in jazz creation, presentation, and education. SFJAZZ explores the full spectrum of jazz—from the music’s origins in the African American community, to its diverse present-day expressions around the world. As a 501c3 non-profit organization, SFJAZZ works to develop the audience for jazz in the San Francisco Bay Area and beyond. SFJAZZ celebrates jazz as a living art form, built on a constantly evolving tradition.

### Internship Duration

The 2020 summer internship runs from **Friday, June 19th through Friday, August 14th**. Interns are with us for 9 weeks. Interns will work 2 -3 days per week. **Fridays are REQUIRED.**

### Educational Objectives

The Development internship provides opportunities for hands-on experience working with our Development team in the planning and practice of all fundraising operations. The Development Department is responsible for raising \$8 million annually towards the organization’s overall \$20 million budget, and achieves this through a variety of individual and institutional donor initiatives and special events. The Development intern will have first-hand experience working on projects ranging from producing development campaign digital content to prospect research. Over the nine-week internship, the Development intern will gain a solid understanding of best practices and new strategies for arts and culture fundraising.

### Requirements

- Basic proficiency with Google (calendar, Gmail, drive)
- Basic proficiency with Excel
- Careful attention to detail/proofing
- Capable of synthesizing and incorporating feedback
- Strong interest in performing arts and jazz music
- Ability to focus on detailed work for several hours at a time
- Ability to work both independently and as part of a team
- Willing to take on projects big and small and adapt to a fast-paced environment
- At least 18 years of age

### Project Plan

Based on the candidate’s interests, skills, and fit with members of the Development team, [the intern will focus her/his attention on one of the following projects:](#)

1) For candidates with an interest in writing and editing: Work with the Individual Giving Director and other development team members to develop and write Leaders Circle donor stories for the next year. (See [sfjazz.org/stories](http://sfjazz.org/stories) for examples from this ongoing campaign) Activities include: interviewing donors, developing and editing narrative, coordination of marketing materials including email creation and social media campaign development.

2) For candidates with an interest in events and marketing: Work with the Individual Giving Director and other development team members in designing, planning, and executing a series of events for our new Young Professionals program. Work will include managing prospect lists, developing invitation design and strategy, coordinating communication across departments and with external vendors for the execution and marketing of these events in the fall.

3) For candidate with an interest in research and databases: Work with the Director of Development and Corporate Partnerships Manager on researching additional prospects for the Corporate Membership Program (<https://www.sfjazz.org/support/corporate-partner-program/>) and other sponsorship activities, segmenting prospect lists, customizing the Tessitura database to best manage segments, and prepping outbound sponsorship appeals and communications.

In addition to one of the three above projects, the intern will also spend a smaller percentage of the internship on furthering essential department practices in regards to donor record management, updating and improving the department's use of project management tools, and participating in overall department strategy planning meetings.

### **Application Requirements**

- Resume.
- Cover letter stating the department you are interested in. Describe the experience you bring to these particular areas.
- Three professional or academic references.
- Availability for an in-person interview in March and April. Skype and phone interviews will be considered for students who are abroad or far from California.

### **Our application deadline is on March 31, 2020**

SFJAZZ is an equal opportunity employer, and is committed to a diverse and harmonious workplace.

