



Ensemble Eclectica, an artistic interdisciplinary non-profit organization based in Columbia, SC, is looking for an energetic, personable and detail-oriented intern to assist with development, fundraising and grant writing.

RESPONSIBILITIES include but are not limited to:

- Research to identify and coordinate possible and probable individual, business, and foundation donors
- Assist with capturing important information into donor database that would help in donor cultivation and relationship building
- Assist with donor communication - performing tasks that help the organization with donor care
- Assist with brainstorming and providing ideas to create new outreach opportunities
- Create a personal fundraising campaign and meet targets
- Create fundraising proposals and Letters of Intent
- Design and implement membership and donor campaigns (under supervision)
- Participate in staff meetings and learning opportunities
- Create, compile, and maintain solicitation attachment materials
- Find Arts appropriate grants and assist to write proposals for submission
- Collaborate with the marketing committee on pitch story ideas to print, broadcast, and publish on social media

QUALIFICATIONS:

Interested candidate should possess:

- Strong background in communication skills, especially written
- Proficient knowledge of different social media platforms and how to use each one efficiently to meet the necessary goals
- Excellent organizational skills
- Knowledge of and an ability to communicate thoughts clearly and produce content promoting **Ensemble Eclectica's** mission and vision
- Motivation, flexibility, attention to detail, and creativity are a must

- Experience with Microsoft Office and Excel programs
- Familiarity with non-profits is a plus, but not necessary

COMPENSATION AND ADVANTAGES:

There is no stipend for this internship. This position is ideal for someone who's interested in pre-professional training through hands on career experiences in development, fundraising and grant writing for non-profits. It is an ideal way to learn what it takes to run an artistic non-profit organization creatively and successfully in the 21 century while also increasing one's potential for future employment. Other advantages to get involved include:

- Resume and portfolio growth
- Networking Opportunities

SCHEDULE:

About 140 hours per semester; flexible hours. Spring 2022.

REPORTING RELATIONSHIPS:

Interns will work closely with *Ensemble Eclectica's* Executive Director and the Board of Directors.

APPLICATION PROCESS:

Please submit all application materials, such as letter expressing interest in this position including applicant's qualifications, short resume, work samples (if available), and work availability to: ensembleeclectica@gmail.com

STARTING DATE:

Spring semester, 2022

To learn more about *Ensemble Eclectica*, visit our website: <https://www.ensembleeclectica.org/>