

### **Development Intern Position:**

Water Street Studios is looking for an ambitious intern to work with its Development Committee. Water Street Studios is Batavia's newest art center, managed under the Batavia Artists Association, a non-for-profit organization that is expanding art and art education in Batavia and its surrounding communities. Water Street Studios is a 16,000 square foot arts center featuring 26 artist's studios, a gallery/store, and two classrooms. This is a nonpaying position offering experience and resume building.

Desired working hours: 10-20 hours per week.

### **Description:**

Gain knowledge about BAA and its programs in order to serve the public, funders or potential funders.

Attend the Development Committee meetings.

Work closely with the Development Committee to cultivate donors and maintain good donor stewardship.

Create and maintain a database on donors. This includes gathering information on prospects and donors.

Assist in maintaining all development and/or fundraising records.

Answer phones, check and respond to fundraising-related emails,

Help produce fundraising materials. This includes drafting appeal letters; donation forms

Research and qualify funding opportunities (individual, foundation, government, corporation, etc.)

Develop fundraising ideas.

Willing to go out in the community to promote BAA and secure funding.

This would be done in coordination with the Development Committee.

Generally, work with all the BAA Committees with the intent to increase donations.

When needed, secure data from BAA School of Education for grants.

Assist in securing grants (i.e., grant writing, build a photo database, follow-up on grant requirements).

When needed, work with volunteers on fundraising initiatives.

When needed, attend special events.

### **Requirements:**

Looking for a highly organized individual who has an interest in the Arts, who is creative, offers good judgment, has excellent customer service skills, who is willing to problem solve, has good written and verbal communication skills, and has good computer skills.

### **How to Apply:**

Please submit a resume with a brief cover letter about yourself to:

Jim Kirkhoff, Director of Development

Batavia Artists Association