

NORTHLIGHT THEATRE

Northlight Advancement Intern

Job Title: Advancement Intern
Dates: September-December 2017
Pay: Experience

Overall Description: Working under the supervision of the Director of Advancement, the advancement intern will perform a variety of tasks relating to raising funds for Northlight Theatre.

The Internship Experience Includes:

- Opportunities to interface with Northlight Theatre staff in all departments, including Artistic Director B.J. Jones and Executive Director Tim Evans.
- Potential meetings with corporate, foundation, etc.
- One-on-one meeting with selected professionals in Chicago theatre for Q&A and networking upon request.
- Attend and participate in all internal meetings including weekly meetings with advancement, monthly check-in's with marketing, and staff and audience engagement meetings which typically occur bi-monthly.
- Discounts to professional productions in Chicago, and invitations to intern networking events hosted by the League of Chicago Theatres.
- Attending Northlight Opening Nights. (*fall and spring only*).

Responsibilities include but are not limited to:

- 15-18 hours weekly; days/times flexible
- Assist with the planning and execution of all donor events including annual gala and spring events to all other fundraising and cultivation events throughout the year.
- Assist in researching new funding opportunities including those available through Forefront.
- Updating existing grant templates for ease in sending out multiple LOI's and grant requests.
- Update mailing lists to include new sources of funding. Further develop customized lists including those to legislators, community partners, family foundations, etc.
- Upgrade gift recording in e-tapestry to provide more comprehensive information.
- Enhance our stewardship policy and track results/impact.
- Research and share best practices in fundraising strategies for the arts

Skills & Requirements:

- Excellent writing, researching, communication and organizational skills are essential. Must have familiarity with Microsoft Office Suite, with specific experience working with Microsoft Excel. Undergrads and recent graduates with an interest in not-for-profit management, fundraising, and the arts should apply.

To Apply:

Visit Northlight Theatre's website at www.northlight.org. Click "About" and under "Opportunities" click on "Internships." Fill out the standard application and/or send your cover letter, resume, and letters of reference to internship@northlight.org.