

NORTHLIGHT THEATRE

Northlight Advancement Intern

Job Title: Advancement Intern
Dates: Spring 2018: January-May
Pay: Northlight internships are unpaid. We provide hands-on experience and one-on-one connection to Northlight Theatre.
Deadline to apply: November 12, 2018

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.
- 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 and complimentary tickets to professional productions in Chicago.
- Attending Northlight Opening Nights. (*Fall and Spring only*)

Responsibilities include but are not limited to:

- 15-20 hours weekly; days/times flexible
- Assist with the planning and execution of all donor, fundraising, and cultivation events throughout the year.
- Assist in researching new funding opportunities including those available through Forefront.
- Update 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.
- Enter donor gifts and information into eTapestry.
- Track donor campaigns and enhance our stewardship effort.
- 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/internship to fill out the application. Thank you!