

Job Description: Fundraising & Grant Writing Intern

Free Arts of Arizona’s internship program provides emerging leaders with the opportunity to help create a world of hope and healing for Arizona youth. Involved in both the arts community and the health & human service sector, interns will expand their knowledge and develop experience by collaborating with our development department. Through various department duties, committee teamwork, and special projects, interns will have fun and accomplish their learning objectives in a creative and energetic environment.

Experience/Skills: Candidates must be 18 years of age or older. Organizational skills; the ability to perform multiple tasks and work with diverse groups of people is important. Computer proficiency in Microsoft Word and Microsoft Excel is needed.

Reports To: Development Manager

Time Frame: Internships are available for spring, summer, and fall semesters.

Hours: 10 - 25 office hours per week; occasional evenings and weekends required.

Stipend: No stipends are currently available; internship may be applicable towards course credit.

Responsibilities May Include:

Fundraising:

1. Assist in the planning and implementation of fundraising events as well as:
 - Event logistics and registration
 - Volunteer recruitment and management
2. Coordinate and send donor communications throughout the year that pertain to Volunteer and Annual Giving
3. Attend committee meetings, as needed
4. Provide administrative support, as needed

Grants:

1. Assist with the management of grant materials and information packets
2. Assist in researching new granting opportunities
3. Assist in the compliance and reporting requirements for grantors/funders
4. Provide administrative support, as needed

Application Procedure:

Submit a *one page* letter of interest, a current resume and one professional/academic reference letter.

Applications are accepted on a rolling basis and materials can be emailed to: Stephanie Smith, Office Coordinator at ssmith@freeartsaz.org. All interns must pass a background check and Program interns must submit an application for an Arizona Department of Public Safety Fingerprint Clearance Card. Cost for the Fingerprint Clearance Card is \$65.00.

About Free Arts of Arizona:
Free Arts of Arizona is a nonprofit organization that uses the power of artistic expression to inspire and transform the lives of abused, homeless and at-risk children. Volunteer Mentors utilize visual, performing and culinary arts to help spark the creative spirit of children living in group homes, residential treatment centers and shelters across Maricopa County. Since 1993, Free Arts of Arizona has touched the lives of more than 60,000 young people, helping them build self-esteem, improve social skills, renew trust and learn to express emotions in a positive way through the healing effects of the creative arts.