

Marketing and Development Internship

Fort Wayne Dance Collective is seeking a qualified intern to support the organization's marketing and development needs. The position is part-time and paid (\$10 hours for a maximum of 260 hours) with anticipated start date of January 3rd. The intern will report to both the Executive and Artistic Directors.

College students with an emphasis in Marketing, Communications, Public Relations, and Non-profit Management are encouraged to apply.

Duties and Responsibilities

- Development
 - Assist in development and implementation of events
 - Assist in general donor stewardship
 - Communicate with current and prospective donors
 - Help maintain and update donor databases
 - Assist in day-to-day communications with individual and company donors
 - Research projects, prospects, and initiatives
- Marketing
 - Assist with content creation for FWDC social media accounts
 - Organize cross-platform content strategies
 - Collect reviews and testimonials across all platforms
 - Monitor social channels for trending news in health, wellness, art and dance and capitalize on those trends
 - Assist with capturing and analyzing social media metrics
 - Manage the organization's Google AdWords account

Knowledge, Skills and Abilities

- Strong communication skills (written and verbal)
- Strong research and organizational skills
- Experience with research and working with databases
- Proficient in Microsoft Office programs (Word, Excel, etc.)
- Discretion when dealing with sensitive issues and information
- An understanding of Fort Wayne Dance Collective's programs and mission

Application Instructions

Please submit your resume and cover letter to Elise Alabbas at elise@fwdc.org.

Deadline to apply: December 1, 2017