



## Fundraising Coordinator Intern | AiA Development Department

Art in Action's Development Department is looking for a creative and energetic Fundraising Coordinator (Intern) to project manage all aspects of Object Art:2022's silent auction program. This program is one of four fundraising elements that make up Art in Action's primary fundraising event, Object:Art (OA). The silent auction goal is to net between \$10 - \$18k. In addition, the Fundraising Coordinator will contribute to the overall production of OA:2022, and reinforce Art in Action's positive stewardship with event donors, vendors, and volunteers.

### Responsibilities

- Support the Development Department by achieving fundraising goals, building public relations awareness, strengthening donor, corporate, and foundation relations, promoting events, and advocating for art education.
- Ensure consistency with brand identity, web presence, and social media activities.
- Create development and event collateral including hard copy and digital materials, email campaigns, social media campaigns, and sponsorship campaigns.
- Track metrics and success criteria for the silent auction project and event coordination activities
- Additional responsibilities may include: adjust event or outreach content, update web page and LinkedIn content, contact key donors, volunteers and vendors.

### Specific Project: Silent Auction Program

- Research and analyze previous OA silent auction plans. Design and implement OA:2022 silent auction strategy.
- Identify new companies to add to the list of potential silent auction donors
  - Create written outreach content (electronic and hard copy)
  - Execute outreach requests for silent auction items
  - Coordinate collection of donated auction items
  - Create packaging and marketing materials for auction packages
- Proofread content for errors and inconsistencies

### Skills

- Degree focus: communications, marketing, business management, english, or related field
- Excellent writing and editing skills
- Effective communication skills
- Proficient in Google Docs Suite and/or Microsoft Office applications
- Eager to learn, ability to handle multiple projects and task concurrently
- Enjoys working in a flexible, nurturing work environment, and contributes to fun, positive atmosphere



## Expectations

- Minimum 10 - 12 Hours Per Week with Flexible Hours
- Nonprofit Unpaid Internship
- Remote Work Available; Option to Work In Office with COVID-19 Safety Provisions If Desired
- Available Between June to September
- Access to Computer with Reliable Wi-Fi

## How to Apply

Use Subject Line: Fundraising Coordinator Intern and Send the Following to [Kaleo@ArtInAction.org](mailto:Kaleo@ArtInAction.org):

1. Resume
2. Cover Letter Describing:
  - Interest in Working with AiA
  - Detailing Any Project Management Experience
  - How This Internship Will Help Propel Your Future
3. 3 - 5 Writing Samples
  - Preferably Marketing, Persuasive, Informational Pieces

