



Cedar Rapids Symphony Position Description Development Intern

- Department:** Development
- Position Title:** Development Intern – part time position (unpaid)
- Reports to:** Development Director
- Position Purpose:** To assist in the coordination and implementation of development activities for the Cedar Rapids Symphony. Opportunity for successful candidate to build marketable skills and gain valuable work experience in this position.

Primary Responsibilities:

- Design and coordinate special event mailings such as invitations and other literature. Prepare invitation lists and other tasks related to the completion of department mailings.
- Utilize the Raiser's Edge donor software system to update donor records and other applicable database tasks.
- Coordinate development events including the organization of Donor Open Rehearsals and post-concert receptions.
- Handle confidential materials and be responsible for ensuring donor privacy.
- Perform other duties as needed.

Qualifications:

- Proficiency in Microsoft Office with an emphasis in Word, Excel and PowerPoint.
- Strong interpersonal, verbal and written communication skills.
- Ability to handle confidential information in an ethical manner.
- Strong interest in fundraising/development field preferred.
- Marketing, communications, graphic design or public relations background/major desirable.
- Physical requirements include sitting for long periods of time, finger dexterity, hearing and seeing. Environmental requirements include working indoors.

If you are interested in this position, please contact Heather Lampe, development director at (319) 366-8206 or email at hlampe@crsymphony.org.