



**DONOR RELATIONS INTERN**  
JOB DESCRIPTION: SUMMER 2024  
*MAY 30 THROUGH AUGUST 16*

**Position Overview:**

The Donor Relations Intern works within the Development Department and reports to the Director of the Annual Fund.

The primary responsibility of the Donor Relations Intern is to assist in the stewardship of donors at all levels within Annual Giving. This includes working closely with the Annual Fund Director on recognition events and various cultivation activities that occur during the summer season. Depending on time and initiative, this position may also do work related to other aspects of Development specifically the Annual Fund.

**Specific Responsibilities:**

1. Act as one of the primary liaisons to donors, answer questions and handle issues related to donor benefits.
2. Oversee the mailing of invitations to donor-related events including dinners, dress rehearsals and master classes.
3. Manage and track sign-ups for all donor-related activities and benefits in opera's database (Tessitura).
4. Staff and assist in all appropriate Development-related events throughout the summer, specifically those during Donor Week (July 29 - August 2, 2024).
6. Assist with the organization of several cultivation events.
7. Update and clarify materials of or related to donor benefits within the Annual Fund.

**Requirements and Qualifications:**

The successful candidate will have a proactive and independent work style while also being a strong team player. In addition, they should display excellent inter-personal skills, sound judgment, a flexible (can-do) attitude and the ability to organize and prioritize in a fast-paced environment. Computer skills with Windows-based environment required (including Word and Excel); familiarity with relational database preferred. Fundraising knowledge a plus.