

Development Intern
Job Description
Summer Season 2026
June 8-August 29, 2026

Position Overview

The Development Intern works within the Development Department reporting to the Major Gifts Officer, and may assist other members of the team on specific projects. The Development Intern's primary responsibility is to play a role in the stewardship of all donors, overseeing the operations of the Wyncote Opera Club and assisting with the coordination of various sponsorship activities, recognition and cultivation events, and the fulfillment of donor benefits.

Specific Responsibilities

1. Manage the donor guest lists and attendance reports, including parking pass counts, for the Opera Club for every performance, including requests for special guests and artists.
2. Greet guests at the door of the Opera Club and facilitate introductions as needed.
3. Serve as the liaison to the "Santa Fe Opera Club" 501c3 organization, assisting with their annual meeting and other requests.
4. Troubleshoot any Opera Club facility issues with Operations staff, and help ensure the facility is in good condition for guests.
5. Work with the department's Executive Assistant & Stewardship Manager to help coordinate the fulfillment of sponsor engagement activities.
6. Assist as needed with donor events, which include complimentary dinners for Annual Fund donors and the Aria Society luncheon.
7. Assist the Annual Fund Director as needed with the fulfillment of donor benefits, including mailing donor packets, and tracking attendance at dress rehearsals and master classes.
8. Enter data in Tessitura as needed with regards to the Opera Club and donor benefits.
9. Other Development department-related tasks as assigned.

Requirements and Qualifications

- Proactive and independent work style, as well as the ability to work as a member of a team.
- Excellent interpersonal skills, sound judgement, and the ability to solve problems with discretion.
- Ability to organize and prioritize in a fast-paced environment.
- Computer skills with Windows-based environment required, including Word and Excel.
- Experience with a relational database, specifically Tessitura, highly preferred.
- Fundraising knowledge a plus.

- Must maintain strict confidentiality regarding donors, members, and guests.
- Formal and/or professional dress required at all performances and work-related events.

Hours

While this is a 40-hour per week position, the candidate must be flexible to work a variable schedule due to the work flow, performances, and events. Hours will vary, including evenings and weekends. A car for transportation is highly recommended.