



## **DEVELOPMENT INTERN**

**JOB DESCRIPTION: SUMMER 2021**

*JUNE 3 THROUGH AUGUST 20*

### **Position Overview:**

The Development Intern will support the work and activities of the Santa Fe Opera's Development Department with specific focus on donor relations and special events. This position will then report to the Annual Fund Director and Special Events Director.

During the 2021 Season, this position, as it relates to donor relations, will assist in the stewardship of donors at all levels within Annual Giving; this includes in-person, socially-distanced events. This position will also assist with the preparation and execution of paid special events, including the mid-season annual Gala.

### **Specific Responsibilities:**

Act as one of the primary liaisons to donors: answer questions and handle issues related to donor benefits; manage and track sign-ups for all "donor benefits" in Opera's database (Tessitura); Assist with the organization of a number of outdoor events; update and clarify materials of or related to donor benefits within the Annual Fund.

Specific duties will include designing and disseminating invitations, tracking responses including dietary restrictions and seating preferences, calling and emailing guests both for follow-up and as courtesy calls, assisting with set-up and take-down for each event, and interacting with other SFO departments, along with vendors, caterers, and guests.

### **Requirements and Qualifications:**

The successful candidate will have a proactive and independent work style while also being a strong team-player. In addition, she/he will display excellent interpersonal 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.

### **Hours:**

40 hours/week, with overtime as needed.