



The Blue Star Contemporary (BSC) Development Internship is open to full-time undergraduate students, full-time graduate students, and recent graduates desiring firsthand knowledge and experience in a nonprofit contemporary art setting. The successful candidate will work closely with the Development Manager, who's responsibilities include development and execution of a strategic fundraising plan for BSC, providing stewardship and managing relationships with donors, including board members, individuals, foundations, corporations and government agencies, while researching and developing strategies to grow these donor groups.

The Development Intern will experience a full view of arts nonprofit's development activities, to include reviewing grant applications and donations, maintaining BSC's grants and special events records, and finally learning how this information equates into building and sustaining development operations, an annual operating budget, and donor cultivation and stewardship.

Principle Duties and Responsibilities:

- Review and report upon prior fiscal years' development activities;
- Catalogue and assess BSC's collection of historical fundraising documents and records following a retention plan;
- Research prospective foundation and corporate supporters using online databases;
- Scan and upload documents including grant applications into BSC's donor database and grants management system;
- Generate reports based on grants and other data to inform future BSC fundraising initiatives in partnership with the Development Manager.

Specific Qualifications:

- Student majoring in business, studio art, art history, collections, arts administration, museum studies, or library science preferred.
- Interest in nonprofit management.
- Experience with paper and digital file management a plus.
- Detail oriented.
- Excellent at self-managing and comfortable with working in a quiet environment.
- Comfortable with MS Excel or Numbers using macOS.
- Database experience preferred, but not necessary. Familiarity with typical office equipment and software, or ability to learn, essential.

Additional Information:

Guided by its mission to inspire the creative genius in all of us by nurturing artists, Blue Star Contemporary is a dynamic, innovative destination for contemporary ideas.

To Apply:

Please email in PDF format your current resume and a cover letter that describes your skills and experience to meet the qualifications of the position and what you hope to learn from an internship at Blue Star Contemporary to Elaine Leahy at elaine@bluestarcontemporary.org. Please include "Internship opportunities" in the subject line. Applicants contacted for an interview will be required to submit a letter of reference from an academic or professional source.

