

**Job Title:** ISO Development Intern

**Department:** Development

**Reports to:** Assistant to Vice President of Development

**Professional Development (15%)**

- Attend a one-on-one donor meeting with an assistant director of individual giving or the VP of development to experience a cultivation meeting or a formal ask for support
- Attend a one-on-one sponsor meeting with the director of corporate and foundation giving or the associate director of corporate and foundation giving to experience a cultivation meeting or a formal ask for support
- Attend a local, nonprofit professional networking luncheon or evening event with a development staff member
- Attend a one-on-one Forte meeting with the Forte leadership team
- Meet a member of the Board of Directors for either coffee, lunch, or dinner, with Stephanie
- Complimentary or discounted tickets available for most ISO performances

**Individual Giving (35%)**

- Analyze the current ISO endowments and recorded planned gifts and find supporting documentation and work with Donor Database Manager to scan those in to Tessitura
- Managing the Development Giving Booth at select Kroger SOTP concerts
  - Encourage donations, answer questions, and pass out give-a-ways for gifts
- Film donors at various ISO events
  - To use for an end of the calendar year thank you video
- Research orchestras that are similar to Indianapolis and their annual giving programs
  - Help narrow our case for FY24
  - Ask those orchestras to mail us their annual fund packets (if they have any)
  - Provide a written summary to the development team by July 2023 (one-page document)
- Research impact reports from different non-profits that you find powerful and show value of the organization to the community
  - Provide written summary to development team by June 2023
- Research other orchestras and share examples of their impact reports
  - Ask those orchestras if they can share their examples with us (either through mail or electronic)

**Corporate and Foundation Giving (35%)**

- Research foundation prospects for ISO concerts and community learning programs
  - Determine foundation priorities and if those match with ISO priorities
  - Outline grant cycles and deadlines
- Research corporate prospects to sponsor ISO events and concert series
  - Determine corporate priorities and if those match with ISO priorities
- Work with the Corporate and Foundation team to write a grant to a local funder
- Assist with the Maestro Open (annual golf outing fundraiser)
  - Work with development team and operations team to ensure event runs smoothly
- Work with the Corporate and Foundation team prior to Symphony on the Prairie select concerts
  - Ensure sponsor needs are being met
  - Assist with the setup of sponsor booths, tables, Sunset Lounge, etc.

## Administrative (15%)

- Updating Candid (formerly Guidestar) and Charity Navigator for the Indianapolis Symphony Orchestra
- General mailings or stuffing packets
  - Help mail thank you cards, mail donor thank you letters, general business packets, maestro open thank you cards, etc.
- Organization
  - General office organization, including removing old documents, files, and brochures from 2018 and previous; keep limited copies for historical purposes
  - Scan old corporate and foundation documents and files so that they are saved electronically on the shared drive
- Tessitura
  - Confidentially updating donor records in Tessitura and scanning in supporting documentation for gifts as needed
  - Update addresses for donor records

## Expectations and Qualifications

- Undergrad: must be junior or senior. Graduate students preferred.
- Degree related to arts, arts administration, development, nonprofit management, or philanthropy preferred, but not limited to
- In the office a minimum of two (2) days a week from 9 a.m. to 4 p.m. and select weekend evenings at Conner Prairie
- Must have reliable transportation to travel to the Hilbert Circle Theatre and Conner Prairie
- Desire to make an impact at Indiana's largest arts organization
- Customer service oriented
- Must maintain confidentiality in all assigned duties and responsibilities
- Ability to work independently, detail-oriented, excellent written and verbal skills

## OUR MISSION

To inspire, entertain, educate and challenge through innovative programs and symphonic music performed at the highest artistic level.

## OUR VALUES

At the Indianapolis Symphony Orchestra, we are one team committed to achieving our mission through:

- Outstanding **performance** on and off the stage.
- Extraordinary **service** to both internal and external customers.
- A compassionate workplace built on **trust** and **mutual respect**.
- A culture of **flexibility** and **openness to change**.

*The Indianapolis Symphony Orchestra is proud to be an Equal Opportunity Employer. All qualified applicants will receive consideration without regard to race, color, religion, gender, national origin, age, disability, sexual orientation, veteran status or any other status protected by law.*