**JOB TITLE**: ISO Development Intern   
**DEPARTMENT**: Development   
**REPORTS TO**: Assistant to Vice President of Development

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**POSITION SUMMARY:**

The Indianapolis Symphony Orchestra is the largest performing arts organization in the state of Indiana. As an intern, you often have the opportunity to work with patrons, donors, board members, as well as, executives and other influential employees of some of the largest companies in Indiana. This position should be viewed as an opportunity to gain professional experience in a fast-paced work environment that values quality work and commitment, and is willing to invest resources in your learning experience. This is an ideal opportunity for business and arts administration majors looking for a career in the Arts with a focus on Development. ISO internships are paid with parking and certain travel reimbursed. Complimentary or discounted tickets available to most performances.

**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 the VP of Development
* Complimentary or discounted tickets available for most ISO performances

**Individual Giving (35%)**

* Writing thank you cards to donors and creating other stewardship items alongside the team
* Write the content for emails to be used to encourage giving in the summer
* 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
* Ask those orchestras to mail us their annual fund packets (if they have any)
* Provide a written summary to the development team by July 2024 (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 2024
* 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 and/or develop a sponsorship proposal to a local funder
* Work with the Corporate and Foundation on sponsor activation at Symphony on the Prairie
* Ensure sponsor benefits are being met for Symphony on the Prairie concerts
* Assist with the setup of sponsor booths, tables, Sunset Lounge, etc. at select Symphony on the Prairie concerts

**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, etc.
* Organization
* General office organization, including removing old documents, files, and brochures from 2020 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.
* 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.

**OUR DEIB VISION**

We endeavor to model practices of diversity, inclusion, and equity in all that we do, including programming, people and culture, and community building. Through these practices, we will build a universal sense of belonging for all who connect with the ISO.

*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.*

**Applications for this position should be sent to**

**jobs@indianapolissymphony.org.**