

ECSO Internship Experience

Development Internship

Development interns will assist with all aspects of donors and patrons' relations and development. Overseen by the Executive Director, this internship will provide valuable experience in development operations, fundraising, event management, and arts administration. A successful applicant's experience may include but not limit to:

- Track the status of gift acknowledgment and solicitation for donors
- Assist with data entry and streamline data in the ECSO database
- Help manage patrons email lists
- Assisting with donor, sponsor, and fundraising events
- General administration duties (as needed)

Preferred Qualifications

- Must be outgoing and enjoy speaking with patrons professionally
- Strong organizational and computer skills are required
- Excellent communication skills with attention to details are required
- Eager to learn more about nonprofit development is advantageous
- Proficiency in Microsoft Office is required

Application process

To apply, please email Cara Cheung at cara@ectsymphony.com along with the following materials. Qualified candidates will be contacted to participate in an interview.

- 1) A cover letter describing your interest and if the internship is sought for credit.
- 2) Résumé
- 3) 2-3 writing sample