



Fundraiser Development Intern

Description

Prime & Prim Studio of the Arts is a creative arts studio for models, dancers, and art professionals seeking to take their career to the next level. With opportunities from Human Resource to Production an individual will gain knowledge and practical experience that will build and develop him or her for their chosen industry. Prime & Prim lay the foundation for individuals to gain experience in the fashion, entertainment and business industry.

Forward-thinking, fast paced company looking to hire an intern with a strong knowledge and understanding of engagement within a community, to develop fundraisers that will take the company to the next level. We are in the process of rebranding our image, therefore the intern hired for this position will need to be self-motivated, have the ability to collaborate with a team, and possess strong organizational skills, in order to integrate into our vibrant and passionate team.

Responsibilities:

- Serve as an ongoing point of contact for event participants before and after their event.
- Provide support for ongoing development activities.
- Provide event participants with necessary documentation in a timely manner, including waivers, directional maps, volunteer FAQs, and other necessary documents.
- Develop and manage fundraising incentive programs.
- Attend and participate in event related activities and meetings.

Requirements:

- Education/work experience with an emphasis on fundraising or planning community events.
- Performs well in an environment that values creativity, flexibility, and variety.
- Exhibits personal qualities, such as open-mindedness, enthusiasm, creativity, and adaptability.
- Prefers challenges, fast pace, new ideas, future focus, and unstructured environment.
- Excellent communication (written, oral, interpersonal) and organizational skills.

Skills:

Strong organizational skills, with keen attention to details, as well as excellent problem solving abilities. Excellent oral and written communication skills. Confident and creative personality.