

## Lotus Education and Arts Foundation

### Development and Event Planning Internship

#### Internship Dates: May-July 2018 (possibility of extending internship)

The Development and Event Planning Internship spans throughout the summer, with the possibility of extending into the fall. Students have work stations on-site at the Lotus Education and Arts Foundation HQ building at 105 S. Rogers St., and will be expected to conduct the majority of their internship in this office. There may periodically be work that can be completed remotely or during off-site events. Students must be available June 18- June 29 for Edible Lotus pre and post event organizing. Edible Lotus will be held on Thursday, June 28<sup>th</sup>, 2018.



**Edible Lotus**, now entering its 19th year, is the premier fundraising event for Lotus, and proceeds support Lotus programs including Lotus Blossoms Educational Outreach and the Lotus World Music & Arts Festival. Please plan for hours to increase in the weeks leading up to the event. Student should have a semi-flexible schedule leading up to the event. This internship will give a student valuable and applicable hands-on experience and skills with event planning, fund development, and non-profit administration.

#### Responsibilities

Special Events: Assist the Development Director and the Events Committee with all aspects of event concept, development and management, including brainstorming ideas, board engagement, donor/sponsor acknowledgement, securing in-kind donations and day of event implementation.

Prospect Research: Research and discern viability of foundations, corporations and individuals for compatibility with the Lotus mission and focus.

Cultivation and Solicitation: Assist the Development Director with expanding existing development programs including direct mail solicitations, stewardship activities, special appeals, donor cultivation events, sponsorships, online solicitation, etc....

Interns will also be expected to assist with general organizational tasks and “all hands on deck” scenarios. There may also be opportunities for students to engage in volunteer service with Lotus beyond internship credit hours.

To apply:

Please send a letter of interest and a resume by email to [HR@lotusfest.org](mailto:HR@lotusfest.org).

To learn more about Lotus, visit [www.lotusfest.org](http://www.lotusfest.org)