

Lotus Education and Arts Foundation

Nonprofit Development Internship

The Development 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 Headquarters 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.



Responsibilities

Special Events: Assist the Development Director and the Events Committee with all aspects of event development and management, including donor/sponsor acknowledgement, assisting with the silent auction, and day of event implementation.

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. To learn more about Lotus, visit www.lotusfest.org