



Internship Posting

Position Title: Development Intern (winter – spring 2016)
Reports to: Associate Director, Development

Position Description:

The Chicago Humanities Festival Internship Program welcomes students and graduates to experience the creation and execution of public programs within a nonprofit cultural institution. This program internship will require a commitment of **14-20 hours** a week, starting in **late January** and ending in **late May, 2016**

Responsibilities include:

There are a variety of projects that will comprise the development internship depending on the needs of the department and the interests of the applicant. These projects can include:

- Performing prospect research on potential donors. Prospect research utilizes a variety of online resources to gather information and collate this data to create comprehensive biographies on prospects.
- Assisting in donor data research and analysis projects by helping gather giving history and ticket information, organizing the information into comprehensive reports, and offering interpretations on buyer and giving behavior.
- Aiding with follow-up of our annual fund solicitations which may include drafting correspondence, updating the Raiser's Edge donor database, gift processing, sending out acknowledgment letters, and assembling membership materials and red badge packages.
- Helping to plan our donor preview events and presenter parties which may include researching locations and catering options, designing invitations, RSVP tracking, and coordinating onsite event logistics.
- Drafting and distributing introductory remarks for all of our Festival programs.

Skills Level: Candidates should possess excellent writing skills, strong attention to detail, extensive computer experience and the ability to work independently. Candidates should feel comfortable executing multi-part projects and complex research assignments. Experience with Raiser's Edge a plus.

How to apply:

Please submit the following by **January 11, 2016**.

Application (available at <http://chicagohumanities.org/about/internships>), a cover letter, resume, a brief personal statement and one or two letters of recommendation (optional).

Internship Program

email: internship@chicagohumanities.org

fax: 312.661.1018

post: Internship Director, 500 N Dearborn, Suite 825, Chicago IL 60654

Your personal statement should be no longer than 500 words and include your career goals and what you hope to contribute to the Festival.

About the Chicago Humanities Festival

For 25 years, the Chicago Humanities Festival has celebrated the questions that shape and define us as individuals, communities, and cultures. For the curious at heart, CHF's vibrant **year-round programming** and robust **Fall Festival** offer the opportunity to engage with some of the world's most brilliant minds. Collaborating with leading arts, cultural, and educational organizations, it presents scholars, artists and architects, thinkers, theologians, and policy makers that change how we see the world, where we're from, and where we're going. Under the leadership of **Executive Director Phillip Bahar**, **Marilynn Thoma Artistic Director Jonathan Elmer**, and **Associate Artistic Director Alison Cuddy**, CHF is one of Chicago's most vital presenting organizations.

Visit chicagohumanities.org for more information.

The Chicago Humanities Festival is an Equal Opportunity Employer.