



Internship Posting

Position Title: Development Intern (winter – spring 2017)
Reports to: Sr. Director, Corporate and Leadership 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 internship program will require a commitment of **14-21 hours** a week for **3 to 9 months***, starting **late January or early February 2017**.

CHF internships are project-based and vary based on the program cycle and needs of the organization. While all intern projects involve inter-departmental collaboration, each intern project has a specific concentration as outlined below.

***Note, a 9 month internship is preferred, but a minimum commitment of 3 months is required.**

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.
- Supporting donor relations leading up to and during fall events, public programs, and private receptions.
- Research supporting institutional and individual prospects.

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 or Filemaker Pro a plus.

How to apply:

Please submit the following by **November 30, 2016**.

Application (available at <http://chicagohumanities.org/about/internships>), cover letter (including how you heard about the internship), resume, brief personal statement, and two references

Please limit your personal statement to 500 words.

Internship Program

Email: internship@chicagohumanities.org

Fax: 312.661.1018

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

About the Chicago Humanities Festival

At Chicago Humanities Festival, we believe that humanity thrives when people gather, connect and open themselves to ideas that go beyond their individual experience. That's why for more than 25 years, CHF curates live events that allow audiences to connect with thinkers — both established and emerging — and see the world differently. Under the leadership of Executive Director Phillip Bahar, Thoma Artistic Director Jonathan Elmer, and Associate Artistic Director Alison Cuddy, CHF is one of Chicago's most vibrant civic institutions. Join us and celebrate the social life of ideas. Visit chicagohumanities.org for more information.

The Chicago Humanities Festival is an Equal Opportunity Employer.