



9575 BREWOOD PARK DRIVE #320174, FRANKLIN, WI 53132
(414) 481-8801 | INFO@BELCANTO.ORG | WWW.BELCANTO.ORG

GRADUATE INTERNSHIP: NON-PROFIT FUND DEVELOPMENT

ABOUT BEL CANTO CHORUS: Founded in 1931, at Bel Canto Chorus, we believe lifelong learning builds thriving communities. We build communities by connecting people through music. We offer world-class choral programs in the Milwaukee area. Our mission is to connect singers, audiences, and the community through experiences with diverse choral music.

POSITION SUMMARY: This position will work closely with the administrative and development staff in support of Bel Canto Chorus' fundraising efforts for the benefit of Bel Canto Chorus' 2023-2024 season.

- Work closely with the CEO and Managing Director in support of grant searches, information-gathering, and donor database management activities.
- Perform basic research on donors and seeks out opportunities to partner with local businesses and organizations in the greater Milwaukee area.
- Research trends in the performing arts landscape, social equity, fundraising and/or public affairs.
- Assist with briefings, proposals, and reports including proofing, editing, design input, and distribution.
- Maintain professional contact with internal staff, external partners, and the public.
- Assists the CEO and Managing Director with special fundraising projects as requested.
- Work is performed in virtual office settings. Interns residing locally may be invited to attend occasional in person meetings and special events.
- Consistent and reliable access to a computer and internet required.
- Valid Driver's License and dependable transportation required.

EDUCATION AND/OR EXPERIENCE: College graduate students or recent university graduates with academic focus/experience related to arts/non-profit management, marketing, communications, public affairs, business, or a related discipline.

- Excellent verbal, written, and personal communication skills and comfortable asking questions about projects as well as proactive in seeking new tasks.
- Ability to prioritize and efficiently manage multiple tasks.
- Strong work ethic with sensitivity to confidential information and the ability to work independently and as a team member and to understand/carry out instructions.
- Proficient in Microsoft Office products (Word, Excel, PowerPoint, Publisher) is also necessary.
- Knowledge of, or willingness to learn client relationship management (CRM) systems, fundraising/advancement processes and best practices of the nonprofit sector.
- Ability to communicate effectively and work with patrons and donors of all ages.

PHYSICAL DEMANDS: The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to sit and walk, and talk or hear.



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- The employee is occasionally required to walk; use hands to fingers; handle or feel objects, tools, or controls; and reach with hands and arms.
- The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required in this job include vision and the ability to adjust focus.

REPORTS TO: CEO

TERM: Fall 2023 | **HOURS:** 5-10 hrs. per week (remote)

COMPENSATION: Unpaid; college credits available

APPLICATION INSTRUCTIONS: Applicants are invited to submit a resume and cover letter info@belcanto.org by 5:00 p.m. CDT on Friday September 1, 2023.

Bel Canto Chorus is an equal opportunity employer and does not discriminate on the basis of race, color, religion, gender, gender expression, sexual orientation, national origin, age, or disability