

Development Intern

August 9, 2021

Triple Canopy, a nonprofit magazine located in Manhattan, seeks a Development Intern. Triple Canopy publishes and presents work by artists, writers, and researchers, primarily through the magazine's digital platform but also in books, conversations, performances, videos, and podcasts, among other media and experiences. Triple Canopy is a nonprofit 501(c)(3) organization and has been certified by W.A.G.E. Read more about our history and work here.

Triple Canopy currently seeks a part-time Development Intern for the fall semester to assist with fundraising and strategic development, a crucial component to the health and sustainability of any cultural organization. This is an excellent opportunity to gain hands-on experience in fundraising and nonprofit management while working collaboratively with a small team. Compensation for this position is \$18/hour.

The Development Intern will report to the Development Manager and support a range of development activities, including CRM and database management, grant writing and institutional giving, individual giving and membership, special events, and other aspects of Triple Canopy's development operations. Our aim is for the intern to conclude their term with exposure to all areas of nonprofit fundraising for the arts, a strong foundation of widely-applicable administrative skills, and meaningful professional relationships with Triple Canopy's staff. The ideal candidate is highly organized, professional, flexible, and excited about working with us at a pivotal juncture, as Triple Canopy will launch a new publishing platform that reflects changes to our editorial program and efforts to engage with readers in this coming year.

Responsibilities:

- Support the organization's development operations, including database management and record entry, prospects research, filing and record organization, campaign outreach, and creating and mailing acknowledgments.
- Update internal trackers with incoming gifts and actions as specified by Development staff.
- Assist with the coordination of the membership program, including the maintenance of member correspondence and payment processing, and the shipment of membership gifts.
- Assist with the coordination of fundraising events, including the organization's annual benefit.
- Assist with the creation of support materials for grant applications and reports.
- With oversight from the Deputy Director and Grants & Communications Manager, assist with the implementation of select communications campaigns.
- Assist the Development department with additional tasks as needed.

Qualifications:

- Excellent organizational skills, attention to detail, and ability to format and produce documents according to a style guide.
- Strong writing and research skills.
- Vested interest in working for a nonprofit arts organization or magazine.
- Bachelor's Degree, current enrollment in a Bachelor's Degree program, or other comparable experience.
- Sound command of Microsoft Office Suite and a willingness to learn database software.

AVAILABLE POSITION

- Excellent ability to work well under pressure and maintain a high level of confidentiality.
- Self-directed with a proven ability to adhere to deadlines, plan ahead, and work independently when needed.

This position is based out of Triple Canopy's workspace in Manhattan with an hourly wage of \$18/hour. Interns may also earn university credit through participating institutions. We expect the Development Intern to work 16 hours per week for the duration of the fall school semester (19 weeks) or otherwise agreed upon term. (Our staff is currently working remotely, but we anticipate moving to a hybrid model in the near future to accommodate remote and in-person work.) The weekly commitment for this position includes a one-hour lunch break for every full day worked. These hours occasionally include select evenings to staff fundraising events.

Interested candidates should submit a cover letter and resume to jobs@canopycanopycanopy.com.

Triple Canopy is an equal opportunity employer. Applicants receive consideration without regard to race, age, ethnicity, religion, gender, national origin, disability or any other basis prohibited by law. For more information on the mission and staff of Triple Canopy, visit canopycanopycanopy.com. No calls, please.