



Position: Fundraising Intern

Reports to: Chairman and Board of Directors

Position Type: Intern

About The Earl Wentz and William Watkins Foundation:

The Earl Wentz and William Watkins Foundation is a 501(c)(3) organization charged with promoting, creating, and supporting performances of the musical and other artistic works of the late composer Earl Wentz. The foundation also has an educational mission to foster and continue the educational methods created and developed by Earl Wentz, particularly related to music and drama.

Created in 2012, our recent initiatives include musical performances, in-school residencies, seminars for young performers transitioning from the university setting, and our annual summer musical theatre workshops for underserved urban youth. Approximately 95% of the students in our youth workshops are from families living at or below the poverty line. You can learn more about The Earl Wentz and William Watkins Foundation at www.ewwwf.org.

Position Summary:

Working closely with the chairman and the board of directors, the Fundraising Intern works on fundraising from individual and corporate donors, researching grants opportunities, and writing grant proposals. The Fundraising Intern will develop new donor contacts as well as maintaining an existing contact list of donors and potential donors. Funds come from individuals, corporations, foundations, and special events.

This is a possible work-from-home opportunity while conducting research, with minimal hours in our office on a weekly basis.

Total weekly hours required: 10-15.

Please note: This is an unpaid position at present.

The Fundraising Intern must:

1. Be committed to the philosophies and values of The Earl Wentz and William Watkins Foundation.
2. Be comfortable with and respond positively to the diverse students and their families who are served by The Earl Wentz and William Watkins Foundation.
3. Maintain standards of confidentiality within and outside of The Earl Wentz and William Watkins Foundation and always assume a professional relationship in dealings with donors, potential donors, and program constituents.
4. Be a self starter and have the ability to work independently.
5. Be flexible in order to meet the changing needs of The Earl Wentz and William Watkins Foundation.
6. Be willing to work as a team member in the furtherance of the mission of The Earl Wentz and William Watkins Foundation.

This is an ideal position for a university student or recent graduate interested in marketing and philanthropy. Must have solid interest in the performing arts and be willing to develop new contacts as well as maintain existing contact list of donors.

Qualifications:

- Bachelor's degree (or actively in process towards earning) from an accredited institution
- Excellent written and oral communication skills
- Strong analytical as well as sound time management and planning skills
- Comfortable speaking publicly
- Ability to enlist assistance when needed and to work as part of a team
- Excellent computer skills necessary, including MS Office Suite applications
- Valid driver's license and insurance
- Solid interest in the performing arts

The above statements are intended to describe the general nature and level of work being performed by the individual(s) assigned this job classification. They are not to be interpreted as an all-inclusive list of all duties, skills, and responsibilities for this position.

To apply, please send a cover letter and resume with the subject line: EWWWF Fundraising Intern to: wwatkins@ewwwf.org.

The Earl Wentz and William Watkins Foundation shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers, selection of vendors, and provision of services. The Earl Wentz and William Watkins Foundation encourages all qualified candidates to apply. No phone calls please. Note that only those candidates invited for screening will be contacted.