



ALP Intern Job Description Local

SUPERVISOR CONTACT INFORMATION:

Name of Organization: **Rochester Philharmonic Orchestra**

Name & Position of Supervisor responsible for Intern: Pavel Sullivan, Manager of Annual Giving

Phone Number: 454-7311 x232 E-mail address: psullivan@rpo.org

POSITION INFORMATION: (If more room is needed, continue answer on a separate page.)

1. Position Title: **Development Intern**

2. Internship Description (Department & Duties):

Assist the Development Dept. staff in coordinating aspects of the Annual Campaign and overall Development plan. This includes but is not limited to:
 Assisting with donor cultivation and solicitation efforts
 Assisting with management of sponsorship prospects
 Acknowledgment and organization of donors (both through our database and in our paper files)
 Attendance at RPO Department Meetings, Staff meetings, Donor events and Special events
 Assistance in researching new corporate, foundation, and grant proposals.
 Other duties as assigned

3. What will the Intern(s) learn while performing these duties?

The intern will learn and participate in all aspects of the RPO's development efforts, which go beyond simply asking for money. This includes being able to interact with RPO Board Members/patrons/donors both in the office and at our rehearsals and performances. They will develop written and verbal tools to help promote and support RPO; those tools can then be applied to help promote themselves in the future as professional musicians.

4. Skills and/ or experience that would be necessary or helpful for intern to have: (include software, project mgt., etc.)

Excellent organizational and communications skills
 Competence in Microsoft Office programs (Word and Excel specifically)
 Strong customer service orientation
 Ability to handle multiple tasks.
 Good sense of time management
 A sense of humor!

5. Is a car required? No Yes Mileage paid? No Yes Amount: _____

Please note that interns are limited to working 100 hours per semester.

Form Completed by: Pavel Sullivan Date: 1/31/2012