



Lean & Hungry Theater 1525 Newton St, NW Washington, DC 20010

Lean & Hungry Theater Development Intern

Lean & Hungry Theater is seeking a highly-motivated individual for the part-time (unpaid) internship position of Fundraising Intern. This is an opportunity to gain practical experience in various forms of fundraising an innovative, professional company while working with a small team of dedicated people for the greater good.

Responsibilities will include:

1. Assisting in conceiving, coordinating and implementing one major fundraising event per season, in coordination with members of the board of directors, marketing staff and executive leadership;
2. Assuming a leadership role in writing grant applications, researching and identifying potential grantors, and collaborating with Directors of the Board and the executive director;
3. Attending grant-writing seminars and events as a representative of Lean & Hungry Theater;
4. Supporting the executive director in donor cultivation – assisting with managing and tracking relationships with current and prospective donors, setting up donor meetings, creating thank you gifts and follow-up notes;
5. Assist with data entry, updating donor information;
6. Make phone calls to thank members for their gifts;
7. Assist with mailing including invitations to events and performances.

The ideal candidate is well-organized, able to work independently but request guidance as needed, and has strong communication skills. Must be able to convey information in writing, over the phone, and in person in an accurate, clear and gracious manner. Must function well as part of a team and be able to report clearly and in a timely manner to members of the team.

Lean & Hungry Theater is a 501(c)3 company based in Washington D.C. Lean & Hungry Theater's shows are performed before a live audience and broadcast on NPR stations across the country. Lean & Hungry creates these audio plays for use with study guides and curriculum in classrooms. www.LeanAndHungryTheater.com

How To Apply: Please send resume and cover letter to Jessica@LeanAndHungryTheater.com by September 20th, 2013.