

Business Development Intern Position:

Water Street Studios is a 501(c)3 not-for profit art center in Batavia whose mission is to bring fine art and arts education to the Fox Valley. The 16,000 sq ft arts center features over 30 working artists studios, two galleries and three classrooms. This is a nonpaying position offering great experiences and resume building.

Job Description

- Produce promotional literature, audio and video presentations that educate the public and possible donors on the many programs at Water Street Studios,
- Work with Director of Development to identify the needs of Water Street Studios and match those needs with suitable grant opportunities,
- Research grant opportunities and summarize the suitability and grant process for the WSS Board of Directors and Development committee,
- Work closely with the Development Committee to cultivate donors and maintain good donor stewardship,
- Help to manage the grant application process as well as follow up on grants received and coordinate necessary reporting to grantors,
- Go out in businesses in the community to promote WSS and request funding,
- Attend gallery openings to give tours of WSS to members and sponsors,
- Attend other WSS special events to promote WSS, her programs and community activities,

Requirements:

Candidate must have excellent verbal skills and be confident in making telephone calls to members as well as talking about WSS in person.

Candidate must have excellent written, computer and organizational skills.

Candidate must be interested in the arts as well as serving the community at large.

How to Apply

Please submit a resume to Jim Kirkhoff, Director of Development
development@waterstreetstudios.com