

# Development Internship Job Description

**Title:** Development Intern

**Reports to:** Carlie Wilmans, Director

**Status:** Unpaid Internship

**Time:** 8 hours a week (flexible scheduling), 1 semester commitment

## About The 500 Capp Street Foundation

The 500 Capp Street Foundation was established in 2009 to preserve and make accessible the home of the late Bay Area conceptual artist David Ireland. The Foundation's activities include a Residency Program, an ongoing Archive of the work of David Ireland, including his personal papers, various publications and the entire body of his paintings, sculptures, and works on paper, and a 500 Capp Street Public Program that includes tours and public/private events.

## Position Summary

Development interns assist the staff with various aspects of 500 Capp Street's fundraising activities, with an emphasis on research and grant writing. Development Interns develop a thorough understanding of nonprofit and arts fundraising. Candidates must demonstrate strong research, organizational, writing and editing skills and must submit a writing sample with the application.

## Position Requirements:

- Currently enrolled or recently graduated from an undergraduate or graduate program in art history, museum studies, communications, non-profit business management or a related field
- Ability to commit 8 hours minimum a week
- Basic knowledge of, and experience with, current practices and innovations in museum development or grant writing is preferred
- Computer proficiency, preferably with Mac devices
- Excellent internet research skills
- Dedicated team player with strong leadership skills and independent, creative attitude

## Essential Job Functions:

- Generate gift acknowledgements for all donations
- Data entry of all donations, memberships and gifts received
- Follow-up with donors via letter and phone
- Researching prospective donors, grants and other funding sources
- Assisting with special events and interacting directly with patrons
- Brochure and program distribution

## Physical Demands and Work Environment:

Mobility and sensory capability required for the care of the artwork, computer utilization, telephone access and communication, communication one-on-one and in meetings. This is an unpaid position. No benefits, as this is a volunteer position. Inquire for more details.

**Application Procedure:**

Please submit a resume and letter of interest to:

**The 500 Capp Street Foundation**  
**2184 Sutter Street, #265**  
**San Francisco, CA 94115**

Fax: 415-986-1547. Email: [carlie@500cappstreet.org](mailto:carlie@500cappstreet.org)

Application deadline – ASAP. NO PHONE CALLS PLEASE.

*The 500 Capp Street Foundation is an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any bias including race, color, age, sex, sexual orientation, religion, disability or national origin. The 500 Capp Street Foundation reserves the right to modify or change this job description as business needs dictate.*