



UNITEDPERFORMINGARTSFUND

Fall 2023 Administration Department Internship

POSITION

United Performing Arts Fund (UPAF) Admin Intern

TIME FRAME

September-December 2023. Candidates must be able to commit 10-15 hours per week. Days/times are flexible but must be within the hours of 8:00-5:00 Monday-Friday.

OVERVIEW

UPAF is seeking a self-motivated individual who would like to gain experience in nonprofit administration. The intern will work closely with UPAF's Administration team on a variety of tasks related to back-office processes. The United Performing Arts Fund is a nonprofit umbrella organization that supports more than 40 performing arts groups in Southeastern Wisconsin through its annual fundraising campaign. www.UPAF.org.

OPPORTUNITIES

- Assist in the production of solicitation and receipt mailings
- Research donors and prospects and update constituent data
- Process incoming mail and create deposits
- Support other projects and perform other duties as assigned.

QUALIFICATIONS

- Interest in nonprofit administration
- Resourceful self-starter who identifies project needs and solutions
- Strong attention to detail
- Proficient in Microsoft Office tools, particularly Microsoft Excel; all necessary technology will be provided for the semester
- Ability to accomplish tasks with minimal supervision
- Ability to multi-task and focus amid possible distractions
- Dependability, flexibility and ability to maintain confidentiality

COMPENSATION

- \$500 stipend upon completion

DEADLINE AND SUBMISSION REQUIREMENTS

Application Deadline: Sept. 29, 2023

Interested students may email resume and cover letter to:

Hanna Walsh

Donor Services Specialist

United Performing Arts Fund

301 W. Wisconsin Ave., Suite 600

Milwaukee, WI 53203

hwalsh@upaf.org

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