



UNITEDPERFORMINGARTSFUND

## Spring 2025 Development Department Internship

### POSITION

United Performing Arts Fund (UPAF) Development Intern

### TIME FRAME

February-May 2025. Candidates must be able to commit 10-15 hours per week. Days/times are flexible but must be within the hours of 8:00 a.m.-5:00 p.m. Monday-Friday. This position is based on a hybrid work model, offering a combination of onsite and remote work.

### 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 Development team on a variety of tasks related to fundraising and marketing. The United Performing Arts Fund is a nonprofit organization that supports more than 50 performing arts groups in Southeastern Wisconsin through its annual fundraising campaign. [www.UPAF.org](http://www.UPAF.org).

### OPPORTUNITIES

- Assist with the solicitation mailing process.
- Track and document Workplace Giving campaigns from start to finish. Including sending Workplace Giving campaign acknowledgements, awards, campaign surveys and gifts.
- Conduct outreach via email, phone calls, and other communication channels to reconnect with lapsed donors.
- Support other projects and perform other duties as assigned.

### QUALIFICATIONS

- Must be enrolled as a student during the Spring 2025 Semester.
- Interest in nonprofit administration.
- Excellent written and verbal communication skills.
- Resourceful self-starter who identifies project needs and solutions.
- Strong attention to detail.
- Proficient in Microsoft Office tools and Mail Merge functions.
- 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: February 14, 2025**

Interested students may email a resume and cover letter to:

Jen Brostowitz

Senior Development Specialist

United Performing Arts Fund

301 W. Wisconsin Ave., Suite 600

Milwaukee, WI 53203

[jbrostowitz@upaf.org](mailto:jbrostowitz@upaf.org)

414-239-6282