

Development

The following internship placements are available in the Kennedy Center Development department

[Friends of the Kennedy Center Intern](#)

[Corporate and Foundation Relations Intern](#)

[Corporate and Foundation Relations Corporate Fund Intern](#)

[National Advancement Intern](#)

[Individual and Planned Giving Intern](#)

[National Symphony Orchestra Intern](#)

[WNO Intern](#)

Development: Friends of the Kennedy Center Intern

Description: The Friends of the Kennedy Center volunteer department is responsible for recruiting, training, supervising, and motivating the Center's corps of 500+ regularly scheduled in-house volunteers who assist with tours, retail, media, education, information technology, the Washington National Opera and administrative work, among many other areas, delivering high quality service to the nation's performing arts center. Additionally, the department oversees the Festival/Event volunteer corps of 1,000+, which provides additional support for the Center's festivals and special programs; the Global Friends Global Friends, representing 55 different countries; and NexGenFriends, volunteers age 35 and under.

Learning Objectives:

1. **Volunteer Management:** Interns experience first-hand the basic principles of volunteer management – recruitment, retention, and recognition.
2. **Volunteer Outreach:** Interns will supervise the ongoing engagement of the NexGenFriends population (volunteers age 35 and under) by planning recruitment and social events, community outreach initiatives to educate young audiences about volunteer opportunities, and enhancing involvement with the Center's young professional groups, MyTix and WNO Bravo.
3. **Supervise Friends Social Networking:** Interns will gain knowledge and strategies regarding communication to a multigenerational audience by monitoring the Friends social networking programs, including Facebook, Instagram, Snapchat, and Twitter.

Placement Projects: In addition to administrative duties as assigned, a Kennedy Center Friends intern will contribute to the following projects during their internship experience:

Placement Project A: Developing an online training webinar for use in Friends volunteer orientations.

Placement Project B: Expanding the recruitment program targeting the NexGenFriends population, and developing recruitment strategies for this group through the creation of promotional materials, including videos.

Placement Project C: Utilizing the Friends social networking program as a way to promote and market the importance of volunteer support at the Kennedy Center to the community at large; developing relationships with volunteer managers in other performing arts volunteer programs in the Washington area to share best practices.

Development : Corporate and Foundation Relations (CFR) Intern

Description: The Kennedy Center Development Office is responsible for managing the acquisition, renewal, and maintenance of all contributed incomes for the Kennedy Center, National Symphony Orchestra, and Washington National Opera. We are looking for highly motivated individuals who are detail-oriented, self-motivated, proactive, and have exceptional interpersonal skills.

Learning Objectives:

1. **Donor Cycle Familiarity:** Interns will gain an understanding of the fundraising cycle, observing the full process, from prospecting to donor stewardship. Interns will become familiar with donor communication and liaising, as they observe staff and donor interactions.
2. **Collaborative Teamwork:** Interns will gain significant experience interacting with and working alongside colleagues on smaller tasks for their respective teams, as well as aiding with the larger collaborative work as it relates to the full Development office, and the Kennedy Center as a whole.
3. **Project Management:** Interns will learn to manage multiple projects at varying stages from start to completion, in turn also developing organizational and time management skills.

Placement Projects: A Kennedy Center Development intern will contribute to the following projects throughout their internship experience:

Project A: Research

The CFR team raises approximately \$20 million annually from corporations, foundations, and government organizations in support of the Kennedy Center's artistic and educational programming. This includes the Teaching, Learning, and Partnership programs; Career Development programs; Performances and Events for Young Audiences; dance, ballet, jazz, and theater seasons; and special events. The CFR Intern will contribute to these efforts by researching new prospects, creating informational briefings, and creating and updating records in constituent databases.

Project B: Program Tracking

Interns will work with development staff and Kennedy Center programmers to track relevant information for proposals and reports, including attendance, demographic information, and artist information. Interns will also attend meetings between development and programming staff.

Project C: Solicitations and Acknowledgements

The intern will assist with the drafting and preparing of solicitations, including elements such as cover letters and narratives. The intern will also assist with acknowledgement letters and help follow-up on solicitations. Additionally, intern will have administrative duties, as assigned

Development: Corporate and Foundation Relations, Corporate Fund Intern

Description: The Kennedy Center Development Office is responsible for managing the acquisition, renewal, and maintenance of all contributed incomes for the Kennedy Center, National Symphony Orchestra, and Washington National Opera. We are looking for highly motivated individuals who are detail-oriented, self-motivated, proactive, and have exceptional interpersonal skills.

Learning Objectives:

1. **Donor Cycle Familiarity:** Interns will gain an understanding of the fundraising cycle, observing the full process, from prospecting to donor stewardship. Interns will become familiar with donor communication and liaising, as they observe staff and donor interactions.
2. **Collaborative Teamwork:** Interns will gain significant experience interacting with and working alongside colleagues on smaller tasks for their respective teams, as well as aiding with the larger collaborative work as it relates to the full Development office, and the Kennedy Center as a whole.
3. **Project Management:** Interns will learn to manage multiple projects at varying stages from start to completion, in turn also developing organizational and time management skills.

Placement Projects: A Kennedy Center Development intern will contribute to the following projects throughout their internship experience

Project A: Research

The Corporate and Foundation Relations team raises approximately \$20 million annually to support of the Kennedy Center's artistic and educational programming. A component of this strategy is the Corporate Fund, a cadre of about 100 companies providing general operating support to the Center. The Corporate Fund Intern will contribute to these efforts by researching new prospects, creating informational briefings, and creating and updating records in constituent databases.

Project B: Solicitations

The intern will help compile packages and mailings for Corporate Fund solicitations and assist with follow-up on the hundreds of solicitations sent each year by the Corporate Fund. The intern may also help draft solicitation materials, including cover letters and grant proposals.

Project C: Stewardship and Acknowledgement

The intern will assist with stewarding and acknowledging donors. This includes drafting acknowledgment letters, assisting with ticket and event requests, and maintaining stewardship records and databases.

Additionally, intern will have administrative duties, as assigned.

Development: National Advancement Intern

Description: The Kennedy Center Development Office is responsible for managing the acquisition, renewal, and maintenance of all contributed incomes for the Kennedy Center, National Symphony Orchestra, and Washington National Opera. We are looking for highly motivated individuals who are detail-oriented, self-motivated, proactive, and have exceptional interpersonal skills. The National Advancement team is responsible for the stewardship of the Kennedy Center's national leadership committees, listed below. Stewardship of these donors includes highly personalized customer service, event planning, and careful research.

- KCICA—Kennedy Center International Committee on the Arts
- NCPA—National Committee for the Performing Arts
- PACA—President's Advisory Committee on the Arts

Learning Objectives:

1. **Donor Cycle Familiarity:** Intern will gain an understanding of the fundraising cycle, observing the full process, from prospecting to donor stewardship. Interns will become familiar with donor communication and liaising, as they observe staff and donor interactions.
2. **Collaborative Teamwork:** Intern will gain significant experience interacting with and working alongside colleagues on smaller tasks for their respective teams, as well as aiding with the larger collaborative work as it relates to the full Development office, and the Kennedy Center as a whole.
3. **Event Planning and Design:** Intern will gain significant experience in the design and execution of high-level donor events.

Placement Projects: A Kennedy Center Development intern will contribute to the following projects throughout their internship experience:

Project A: Prospective Donor Research and Design

Intern will research prospective donors and will design materials that the National Advancement team will use to solicit new donors. Intern should be familiar with InDesign.

Project B: National Committee Meetings

Intern will be heavily involved in the process of planning and executing each of the national leadership committees' spring and summer meetings. The intern will be responsible for hospitality and logistical arrangements, as well as administrative and on-site assistance to the committee members.

Project C: Donor Background Research

Intern will collect, analyze and present information regarding each member of the National Leadership Committees. This information will be used by the National Advancement team to determine the best course of action for further donor involvement.

Additionally, intern will have administrative duties, as assigned.

Development: Individual and Planned Giving Intern

Description: The Development Office is responsible for managing the acquisition, renewal, and maintenance of all contributed incomes for the Kennedy Center, National Symphony Orchestra, and Washington National Opera. We are looking for highly motivated individuals who are detail-oriented, self-motivated, proactive, and have exceptional interpersonal skills.

Learning Objectives:

1. **Fundraising Cycle Familiarity:** Interns will gain an understanding of the fundraising cycle, observing the full process, from prospecting to donor stewardship. Interns will become familiar with donor communication and liaising, as they observe staff and donor interactions.
2. **Collaborative Teamwork:** Interns will gain significant experience interacting with and working alongside colleagues on smaller tasks for their respective teams, as well as aiding with the larger collaborative work as it relates to the full Development office, and the Kennedy Center as a whole.
3. **Fundraising Strategy:** Interns will learn the specifics of different individual fundraising strategies for mid-level donors to major donors, and gain experience facilitating the requests of legacy donors with bequests, estate plans, and endowment gifts dedicated to the Center's artistic and educational programs. Interns will participate in all facets of donor relations, including behind the scenes and in person during performances and fundraising events.

Placement Projects: A Kennedy Center Development intern will contribute to the following projects throughout their internship experience:

Project A: Circles Campaign

Assist with the day-to-day logistics of the Circles (mid-level giving) campaign, including database maintenance, acknowledgement of gifts, and preparation of collateral materials. Additionally, assist in the preparation and logistics of both small- and large-scale events onsite, such as Circles Board meetings, cocktail receptions, and cast parties.

Project B: Major Gifts/Trustees/Capital Campaigns

Assist with prospect research and identification, including extensive analysis of high-level philanthropists, drafting of written correspondence from multiple voices within the institution, and the preparation of collateral materials for internal and external meetings with key stakeholders. Additionally, assist with matters related to the *Building the Future* Capital Campaign, including all of the above and event planning and preparation.

Project C: Planned Giving

Conduct research by working with Tessitura and online databases to develop research briefings and strategies for engaging prospective legacy donors, while developing a basic knowledge of charitable estate planning. Create and produce a variety of planned giving marketing materials along with current/prospective legacy

INTERNSHIPS

donor correspondence. Utilize writing, editing skills, and basic graphic design skills. Assist in the stewardship of the memorial gift program.

Additionally, intern will have administrative duties, as assigned. Pending availability, interns may staff fundraising events outside of business hours.

Development: National Symphony Orchestra Intern

Description: The Kennedy Center Development Office is responsible for managing the acquisition, renewal, and maintenance of all contributed income streams for the Kennedy Center, National Symphony Orchestra, and Washington National Opera. The NSO Development intern will work closely with both individual and institutional giving teams in support of the Orchestra's fundraising goals. We are looking for highly motivated individuals who are detail-oriented, proactive, and have exceptional interpersonal skills.

Learning Objectives:

1. **Donor Cycle Familiarity:** Interns will gain an understanding of the fundraising cycle, observing the full process from prospecting to donor stewardship. Interns will become familiar with donor communication and liaising both through observation and participation.
2. **Collaborative Teamwork:** Interns will gain significant experience interacting with and working alongside colleagues on tasks for their respective teams, as well as aiding with collaborative work as it relates to the full Development office, and the Kennedy Center as a whole.
3. **Writing for Fundraising:** Interns will improve their writing skills in the very specific context of donor communication, developing an understanding of tone and content based on the specific needs of a fundraising office.

Placement Projects: In addition to administrative duties as assigned, a Kennedy Center NSO Development Intern will contribute to the following projects during their internship experience:

Placement Project A: Donor Prospecting and Research

Intern will collect, research, analyze, and present information on current and prospective individual, corporate, foundation, and government donors and gain experience using industry-standard tools associated with prospect identification and donor records maintenance.

Placement Project B: Special Event Support

INTERNSHIPS

Intern will participate in and assist with event planning for NSO events, including the NSO Season Opening. Responsibilities will range from preparation to execution, with tasks to potentially include copy writing, editing, RSVP gathering, and staffing of event.

Placement Project C: Donor Communication

Intern will develop written content ranging from acknowledgement letters to internal and external reports, adjusting tone and content of writing based on the intent of each piece. Type of communication will depend on intern's displayed competencies and declared interests.

Development: Washington National Opera Intern

Description Paragraph: The Kennedy Center Development Office is responsible for managing the acquisition, renewal, and maintenance of all contributed incomes for the Kennedy Center, National Symphony Orchestra, and Washington National Opera. We are looking for highly motivated individuals who are detail-oriented, self-motivated, proactive, and have exceptional interpersonal skills. The WNO Intern will support a team of nine development officers who are charged with raising approximately \$10 million through gifts from individual donors, corporate sponsorships, foundation grants, and government awards.

A Washington National Opera Development Intern will develop the following skills during their internship experience:

1. **Donor Cycle Familiarity:** Interns will gain an understanding of the fundraising cycle, observing the full process from prospecting to donor stewardship. Interns will become familiar with donor communication and liaising as they observe staff and donor interactions.
2. **Collaborative Teamwork:** Interns will gain significant experience interacting with and working alongside colleagues on smaller tasks for their respective teams, as well as aiding with larger collaborative work as it relates to the full Development office and the Kennedy Center as a whole.
3. **Effective Communication:** Interns will develop both written and verbal communication skills by interacting with donors by phone, through correspondence and at performances and events. Interns will also develop enhanced internal communication skills by reporting progress toward internship projects and goals with the WNO team, as well as contributing to weekly team meetings.

Placement Projects: A Washington National Opera Development intern will contribute to the following projects throughout their internship experience:

INTERNSHIPS

Project A: Prospect Research- The Intern will help the team in day-to-day strategic development efforts by researching and creating informational briefings on new prospective donors for WNO's annual campaigns, as well as specific projects such as 2017-2018 productions and M&M'S® *Opera in the Outfield*. The WNO Intern will gain experience with research databases including Tessitura, WealthEngine, Foundation Center, Hoovers, and GuideStar.

Project B: Donor Appeals- The Intern will also assist with the design and execution of solicitations for the WNO's Circles campaign, as well as corporate campaigns in support of the Company's signature community outreach initiative, M&M'S® *Opera in the Outfield*, and main stage productions. Responsibilities will include cleaning and preparing spreadsheets for mail merge, generating and editing copy for external communications, printing and preparing large-scale physical mailings, and helping to design and carry out a follow-up strategy for each campaign.

Project C: Events- The WNO Intern will assist the team in preparation for several 2017-2018 events including the Season Kick-Off, the Opening Night Cast Reception, and M&M'S® *Opera in the Outfield*. Projects will include designing invitations and assisting with invitation lists and mailings.

Additionally, the Intern will have administrative duties, as assigned.

Ready to apply?

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