

**Philanthropy Intern**  
Internship Description



K A N S A S C I T Y  
S Y M P H O N Y

**Department:** Philanthropy  
**Reports to:** Philanthropy Associate  
**Terms:** Spring 2023, Summer 2023, and Fall 2023

The Kansas City Symphony, the region's only full-time professional symphony orchestra, is seeking applications for a Philanthropy Intern. Candidates must be comfortable interacting with high-level donors and the public, as well as assisting with administrative duties and special events. This internship is an unpaid position but may be used for college credit if approved for the candidate's school.

**THE INTERN MAY BE ASKED TO PERFORM THE FOLLOWING DUTIES**

- Assist with donor research, correspondence, and special events for individual and corporate giving prospects and auxiliary fundraising projects.
- Learn and utilize donor software for various projects, including data entry and donor stewardship.
- Attend departmental and interdepartmental meetings.
- Assist with donor special event preparation, RSVP collection, and onsite assistance, as available.
- Assist with proofing correspondence, invitations, flyers, program books, and grants, as needed.
- Assist with setup of the Reception Suite at the Kauffman Center for the Performing Arts for some concert receptions.

**REQUIRED SKILLS**

- Must possess general computer skills and knowledge of Microsoft Office.
- Must be detail-oriented, personable, possess a positive attitude, be comfortable engaging people in person, on the telephone, and in email.
- Internships are based on a semester-long commitment. The ideal candidate can commit to 2-3 days during the work week, for 10-20 hours per week.
- A passion for music and the arts is preferable.

**BENEFITS**

- **Networking:** Connect to the largest performing arts organization in the region and form professional relationships with Symphony staff and Symphony donors.
- Build a background in special events, donor relations, and interpersonal communication.
- Receive training and experience with donor software specific to arts organizations and nonprofits, such as Tessitura and iWave.
- Acquire first-hand knowledge and experience in event planning.
- Informational interviews with Symphony staff and possible "round robin" experience with other departments, based on interest and availability.

Please submit a cover letter and resume to Matt Burrows – [mburrows@kcsymphony.org](mailto:mburrows@kcsymphony.org).