



## Development Internship (Non-Paid)

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GiGi's Playhouse is an established series of Down Syndrome Achievement Centers. Serving children and adults of all ages, each Playhouse provides educational, therapeutic and career development programs at no charge to families; and in a format that individuals with Down syndrome learn best. All programs aim to maximize self-confidence and empower individuals to achieve their greatest potential. Founded by GiGi's Mom in 2003, GiGi's has grown into a network of 52 Playhouses including the first international Playhouse in Queretaro, Mexico.

### Program Overview

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GiGi's Playhouse Indianapolis is seeking a highly motivated individual to serve as a Development Intern. An ideal candidate should be a strong writer, attentive to detail, proactive, flexible, and interested in nonprofit management, human services, and human services. This internship will provide an introduction to many aspects of nonprofit fundraising and management, including prospect research, communications, fundraising strategy, and information management. This position requires a minimum of 15 hours per week.

#### **SPECIFIC DUTIES:**

- Conduct in-depth research on current and prospective philanthropic funders to identify alignment with GiGi's Playhouse Indianapolis priorities
- Support a concerted data entry and management effort to ensure accuracy and improve the effectiveness of our Salesforce CRM database
- Generate and send donor acknowledgements
- Help write and edit compelling narratives on the impact of GiGi's Playhouse Indianapolis
- Support for special events
- Seeks out opportunities for the GiGi's Playhouse to partner with local businesses and organizations in the local community
- Other duties as assigned

#### **QUALIFICATIONS AND EXPERIENCE:**

Enrolled in a Bachelor's Degree or Master's Degree program.

- Have proven organizational skills and strong attention to detail.
- Bring excellent interpersonal, relationship building, and teamwork skills, while also being able to work well independently.
- Have strong written and oral communication skills.
- Be familiar with online prospect research resources (e.g., iWave, Foundation Center Directory, etc.) and Salesforce or similar CRMs. Preferred, but not required.
- Have a commitment to professional ethics in working with confidential information.
- Be proficient in Microsoft Office (Word, Excel, PowerPoint, and Outlook).

For more information, or to apply for this position, please send a cover letter and resume to Elizabeth Richards, Executive Director at [erichards@gigisplayhouse.org](mailto:erichards@gigisplayhouse.org).