



<b>TITLE</b>	Prospect Research Intern
<b>REPORTS TO</b>	Major Gifts Officer
<b>DEPARTMENT</b>	Development
<b>STATUS</b>	Part-time, Unpaid
<b>DATE</b>	September 2016

**Who We Are:** The Charlotte Symphony (CSO) has brought music to millions of concertgoers and generations of schoolchildren for more than eight decades, boasting a longer legacy than any orchestra in the region. As the largest professional performing arts organization in the central Carolinas, the CSO has grown into a premier musical institution that now delivers more than 70 concerts and directly touches more than 130,000 people each year.

**Why You Should Work for Us:** Music comes to life here. With more than 62 full-time musicians and a staff of more than 30, the CSO is home to our region's most passionate advocates for live orchestral music. Beyond the concert hall, we endeavor to ignite a passion for music in people across our community through education programs, free concerts and partnership with organizations ranging from Community School of the Arts to UNC Charlotte.

**Overview:** The Charlotte Symphony is seeking a Prospect Research Intern. The position will primarily concentrate on extensive research of individuals, corporations and foundations (current and prospective donors) for the Development department.

#### **EDUCATION/EXPERIENCE**

- Bachelor's degree Strong preference for candidates pursuing MPA or similar
- Commitment to teamwork, accuracy, initiative, and critical thinking
- Must be detail-oriented and able to prioritize work flow
- Effective working both independently and collaboratively
- Excellent interpersonal, communication and research skills
- Proficiency in the Microsoft Office suite, particularly Excel and Word
- Preference given for familiarity with relational databases and experience in nonprofit development with knowledge of basic fundraising concepts

#### **DUTIES AND RESPONSIBILITIES**

##### **Research/Analysis/Evaluation**

- Support the Development portfolios of the Gift Officers and V.P. of Development for individuals, corporations and foundations ensuring the accuracy of biographical, organizational and financial information by providing high-level research utilizing CSO's online proprietary database services, web-based and public sources.

- Draft concise profiles, biographies and briefing documents by extracting and communicating key donor data to inform and direct cultivation and solicitation strategies.
- Keep all donor knowledge and research in the strictest confidence.
- Work both independently and collaborate with others when necessary to complete requested projects.
- Have a positive attitude and willingness to learn.
- Other duties as assigned, in the context of ongoing institutional development.

15 to 20 hours a week with paid parking

Please send cover letter, resume and two references via email, including "Research Intern" in the subject line, to:

[mfmadera@charlottesymphony.org](mailto:mfmadera@charlottesymphony.org)

**Mary Frank Madera**

Major Gifts Officer  
Charlotte Symphony  
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NO PHONE CALLS PLEASE.