



Internship Description

Summer Development Events Intern

The Detroit Riverfront Conservancy, Inc. was formed as a 501 (c) (3) with the mission of developing access on the Detroit International Riverfront. The entire vision is 5 ½ miles of Riverfront property, from the Ambassador Bridge on the west to Gabriel Richard Park, just east of the McArthur Bridge to Belle Isle, and will include the construction of a continuous Riverwalk along with plazas, pavilions and green spaces.

The Conservancy is responsible for the improvement, operations, security, maintenance and programming of the Detroit Riverfront in perpetuity.

The Summer Development Events Intern will support the planning, coordination, and execution of existing development events programs as well as developing and implementing new projects, gaining an overall understanding of the way cultural institutions of our scale function. She/he/they must be available for some weekend and weeknight work throughout the summer.

The Development Events Intern will report to the Development team and will partner with the Public Programming team throughout the season.

Duties and Responsibilities

- Assist in planning development events, including fundraisers and donor stewardship programs
- Support or take lead in execution of development events and donor stewardship programs
- Serve as point of contact for some development events
- Coordinate the logistics for supplies, partners, and facilities for development events
- Work with DRFC Volunteer Manager to schedule volunteers and manage volunteers at events
- Assist or take lead in setting up, breaking down, and managing registration and check-in for development events
- Assist with development event sponsorship & ticketing coordination, tracking, and database reporting
- Assist with donor mailings and communication
- Assist with event-related social media content and communications
- Distribute collateral materials throughout community as needed

Your background

- Working toward a degree in events, hospitality business, marketing, parks and recreation, public service or nonprofit management or a related field is preferred
- Strong written and verbal communication skills
- Proficient in Microsoft Office
- Familiar with or willingness to learn website management systems
- Familiar with or willingness to learn graphic design software
- Familiar with or willingness to learn Raiser's Edge or other donor management software
- Ability to track, accomplish, and report on projects independently and manage projects simultaneously
- Exceptional interpersonal communications skills (phone, email, face-to-face)
- Fantastic customer service ethic and high expectations for quality
- Experience working in park service or public service
- Capacity to lift 20 – 25 lbs.
- Ability to work weekends and weeknights as needed

Who you are

- A champion and advocate for the Detroit Riverfront Conservancy's mission and our visitors
- Possess a growth mindset with an openness to coaching and critical feedback
- Knowledge of the City of Detroit and enthusiasm to work in the City
- Dynamic self-starter with entrepreneurial spirit who can think strategically, with imagination, and possess a good sense of humor with the ability to challenge and inspire
- Action-oriented, decisive, quick study with proven ability to think analytically
- Desire to grow professionally and impress coworkers
- Ability to work well under pressure with persistence, perseverance, tenacity, integrity, and patience
- Ability to multi-task and manage priorities
- Highly organized and detail-oriented
- Passion for creating interesting, strategic, and exceptional experiences

The Development Events Internship is full-time (40hrs) and will receive a stipend of \$6,000 for twelve weeks with the opportunity to extend internship for a longer term. Preferred intern term is May – August, please include availability on your intern application. Some weekend or weeknight work will be required.

To apply for this internship, please send your resume, cover letter, availability and a list of three references all as one PDF document to internships@detroitriverfront.org in the subject of the email please type your name – Development Events Intern. We will be accepting applications until February 10th. No phone calls please.