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Development Internship at Heart of Brooklyn!

Employer name: Heart of Brooklyn
Contact: Sarah Shannon
Contact email: intern@heartofbrooklyn.org
Website: www.heartofbrooklyn.org

Heart of Brooklyn (HOB) is looking for a Development Intern. Flexible schedule, with a minimum of 15 hours per week. Candidates should have an interest in New York City's cultural community and the not-for-profit field. Interns must be willing to assist with all facets of a development department in a small non-profit office. Opportunities include partnering with staff on development efforts such as:

- Prospect research
- Correspondence with funders, constituents and partners
- Annual individual appeal
- Preparation of government, corporate, and foundation applications
- Database management

Some general administrative duties included. Close attention to detail is a must. This position is ideal for someone interested in gaining great exposure to the fundraising challenges of a small, community-based non-profit, cultural institutions and the wonderful borough of Brooklyn. This is an unpaid internship, but HOB can provide documentation for school credit.

To apply: Please e-mail a letter of interest, writing sample and resume to Sarah Shannon at intern@heartofbrooklyn.org (subject line: "Development Intern") or fax documents to (718) 638-7740. No phone calls please.

About Heart of Brooklyn: Heart of Brooklyn (HOB) is a partnership of the leading cultural institutions located near Grand Army Plaza in central Brooklyn. Founded in 2001 by Brooklyn Botanic Garden, Brooklyn Children's Museum, Brooklyn Museum, Brooklyn Public Library, Prospect Park Alliance, and Prospect Park Zoo, this partnership encourages tourism and learning by making its world-class collections more visible and accessible. As an integral part of Brooklyn's renaissance, Heart of Brooklyn is committed to strengthening the future of its neighborhoods.