

**Central District Forum for Arts & Ideas  
Internship Opportunity  
2008-2009 Season**

**Development Intern  
(Paid Internship)**

Make your mark! This year our interns will be a part of a huge push for expansion and implementation of new programs and departments at the CD Forum. The Central District has historically been the home of African-Americans in Seattle for nearly 100 years. Acknowledging this presence, the CD Forum is a 501(c)(3) non-profit organization that presents and produces African-American cultural programs that encourage thought and debate for the greater Seattle area. While drawing attention to what makes African-American culture unique, we also seek to highlight its integral place within American culture as a whole.

Our internships offer experience in the non-profit sector and allow interns to be a vital member of a small, high-intensity organization that strives for excellence. We are seeking someone who is confident and has a strong desire to be part of a hard-working team.

The Internship lasts from **August 2008 to May 2009**. A commitment for the entire season is strongly desired. The weekly time commitment expected is **8-10 hours** per week.

**The Development Intern's duties include the following activities:**

- Assisting in the creation, editing and distribution of bulk mail appeals
- Assist in basic event planning for member receptions and CD Forum's annual benefit (Food as Art)
- Assist with publication of monthly E-newsletter & website
- Work evenings or weekends at informational tables
- Assist with general office support as needed
- Attend development meetings as needed

The ideal candidate will have:

- Excellent verbal and written communication skills
- Very comfortable talking on the phone and in-person
- Strong knowledge of Microsoft Word, Outlook, Excel, and Access
- Must be self motivated and self disciplined
- Must be detail oriented and have the ability to multi-task
- Must be comfortable in interactions with a diverse group of people
- An interest in the arts, professional growth, and the non-profit sector is essential

Preferred Skills: Business or Art related major, experience in fundraising in a nonprofit setting.

Other: The Development Intern will report to the Executive Director, Development Manager and/or Development Coordinator

Honorarium: Yes (Amount depends on experience and time commitment.)

**Deadline to Apply: Open until filled.**

**Internship Start Date: August**

**To apply please submit a resume and cover letter to:**

Mailing: The Central District Forum  
Development Internship  
PO Box 22824  
Seattle, WA 98122-0824

Email: [info@cdforum.org](mailto:info@cdforum.org)

Fax: 206-323-4036

For more information call 206-323-4032 or visit [www.cdforum.org](http://www.cdforum.org)