**Overview**

About the Brand

JTR Presents is a Brand focused on building on, and expanding, the value of Art & Design by offering creative services to the public and using the profits to fund Exhibitions and creative productions that promote emerging contemporary artists whose work relate to contemporary issues. The projects we take on tend to be community-based and service-based as well. More information can be found on our website.

[http://Jtrpresent.squarespace.com](http://jtrpresent.squarespace.com/)

What we are Looking for

The Brand is looking for someone interested in understanding the many facets of fundraising and to learn methods of developing and funding project initiatives. We are also looking for someone with applicable experience or a strong interest in prospecting new clients.

**Job Description**

Interns in this position will perform the following:

* + Review, with the Graphic Design intern, all marketing materials, including:
    - Text and copyright used for direct mail.
    - Text and copyright used on website.
    - Text and copyright used on social media platforms.
    - Text and copyright used for newsletters.
    - Text and copyright used for personal invitations.
    - Text and copyright used for donor thank you letters.
    - Text and copyright used for requests for fiscal sponsorship.
  + Review, critique, and improve content on Brand website and social media platforms regarding fiscal sponsorships, donations, and donor registration.
  + Plan, create, and manage Newsletters to donors, prospect donors, and those who donated.

**Requirements**

Ideal candidates MUST:

* + Currently be enrolled in a college or university
  + Be able and willing to work remotely and in person.
  + Proficient communication skills.
  + Proficient knowledge of Microsoft Office ( specifically Word, PowerPoint, and Excel.)
  + Capable of setting S.M.A.R.T. Goals.

It is preferred that the candidate:

* + Have completed at least one class or course that is Development-related.
  + Has some familiarity of CRM and CRM systems.

**Instructions**

Please submit your, CV/resume, and Cover Letter to: [jtrpresents@gmail.com](mailto:jtrpresents@gmail.com)

Please put "Fundraising Internship" in the subject line and address the Cover Letter to Jordan T. Robinson.