

Literary Arts  
925 SW Washington St.  
Portland, OR 97205  
Development & Marketing Intern  
Fall 2017

### **Internship Description**

Literary Arts seeks a Development & Marketing Intern to assist the Development & Marketing department with our year-end giving campaign. This position will report to and work closely with the Donor Relations Assistant to plan and execute an \$18,000 giving campaign. This is a great opportunity to gain experience in many aspects of nonprofit arts administration, particularly in fundraising and social media marketing.

Internships are designed to help the intern gain professional experience and office support skills in a dynamic and challenging nonprofit environment. This internship will run September through January, with a time commitment of approximately 5 hours per weeks. The internship will take place at Literary Arts' downtown office. While scheduling is flexible, the internship will take place during normal business hours (Monday-Friday, 9-5).

### **Development Responsibilities**

- Processing and recording all gifts received through our Willamette Week Give!Guide campaign
- Acknowledging all gifts in a timely fashion
- Communicating with donors to distribute giving incentives
- Filing and admin support around all fall giving campaigns
- Assisting with mailings

### **Marketing Responsibilities**

- Collaborating with the Development & Marketing team to create and execute a marketing strategy
- Researching best practices around social media posts and year end giving
- Writing posts for Facebook, Twitter, and Instagram
- Writing blog posts

This is a paid position, at \$11.25/hr. We are happy to work with college students who may be able to earn credits, or who are eligible for work-study. We do offer tickets to Literary Arts events (as available) and passes to hosted receptions, as well as an opportunity to participate in Delve Readers Seminars. Other benefits include exposure to partner organizations and networking opportunities.

### **Qualifications**

- Partial or complete undergraduate degree
- Excellent written and verbal communication skills
- Attention to detail
- Love of literature
- Facility with Microsoft Office Suite and Mac business applications
- Knowledge of FileMaker Pro, InDesign, and/or Adobe Suite a plus
- Customer service experience a plus



### **How to Apply**

Please submit a cover letter and a resume by email to:

Maggie Allen  
Donor Relations Assistant, Literary Arts  
maggie@literary-arts.org

This position will remain open until filled, and will require an in-person interview. Training will be provided on an on-going basis.

### **About Literary Arts**

Literary Arts is a nonprofit literary center located in downtown Portland with a 33-year history of serving Oregon's readers and writers. The unique value of Literary Arts is that our programs build community around literature. We believe that there is an urgent need for us to bring together artists and audiences, students and adults, to share in the stories that tell us who we've been, who we are, and who we will be.

Literary Arts supports our local writers and makes literature accessible to our community of readers of all ages. We understand our role to be one in which we empower the diverse voices across our community, providing the support, access, and resources needed for all Oregonians to find their story. Literary Arts is uniquely transformative because of the powerful connections that our programs create to unify readers, writers, students, and adults.

Literary Arts is a 501(c)(3) nonprofit organization that provides 40,000 arts experiences to 20,000 unique individuals plus an audience of 15,000 each week on the radio, serving Oregon readers, writers, and students of all ages and socio-economic standings.