



90 Benchmark Road, Suite 300

Avon, CO 81620

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**POSITION:** Donor Relations Intern, Vail Dance Festival

**LOCATION:** Vail Valley, Colorado (Vail, Avon, Edwards, Eagle)

**STATUS:** Active

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### **VAIL VALLEY FOUNDATION – OVERVIEW**

Since our inception in 1981, the Vail Valley Foundation’s mission has been to “provide leadership in athletic, cultural and educational endeavors to sustain and enhance the quality of life in the Vail Valley. We have the privilege of annually providing the Vail Valley with a vast array of world-class events and programs, literally and figuratively bringing the world to the Valley and introducing the Valley to the world.

Fueled by the generous support of donors, coupled with the support of the community and its volunteers, the Foundation is responsible for such treasured annual events as the Birds of Prey World Cup, Vail Dance Festival, the GoPro Mountain Games, free community concert series such as Hot Summer Nights and two spectacular performing arts venues in the Gerald R. Ford Amphitheater in Vail and the Vilar Performing Arts Center in Beaver Creek. In addition, the Foundation periodically brings major international events to Vail and Beaver Creek such as the 2015 FIS Alpine World Ski Championships.

The VVF education efforts are focused on one goal—to give every child in Eagle County, access to education-based programs that ignite passions and expand horizons. To achieve this goal, the foundation identifies educational gaps from cradle to college and then develops and funds programs that provide youth with the skills, confidence and support to become outstanding leaders in the community and the world. Tens of thousands of students have benefited from our education and enrichment work over more than three decades. With programs that include the Magic Bus, Power Hours, COPA Soccer, GirlPowHer, The CLUB, Dollars for Scholars, and AmeriCorps Peak Pathfinders, YouthPower365 helps our community’s youth reach their potential.

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## DONOR RELATIONS INTERN, VAIL DANCE FESTIVAL

This internship position works closely with the VVF Development Directors, Development Events Manager, and Development Coordinator to execute the Vail Dance Festival. This position is a critical component of the VDF Development Team and is instrumental in elevating the Vail Dance Festival donor experience. This individual is the on-the-ground, in-the-moment problem solver who quickly adapts to any situation and executes effective solutions to any issue. Key elements of this internship rely heavily on this position's ability to maintain open lines of communication, lead by service and maintain a standard of care that creates a warm and pleasant environment for everyone involved in the Festival. This position directly reports to the Development Coordinator and/or the VVF Development Director and works closely with other Vail Dance Festival interns.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

#### Donor Relations

- Works closely with the VDF Development Team to ensure that all Vail Dance Festival Donors are provided the highest standards of care.
- Liaise with Vail Dance Festival Donors while they are in Vail to assist them with any issues that may arise, and proactively identify and resolve any potential issues or concerns.
- Assist in communication to donors of logistical details such as social events, artist meet & greets, fringe events and daily schedules, lodging, transportation, F&B, hospitality and more.
- Work closely with Development Events Manager and Development Events Intern to support, as needed.
- Coordinate with Artist Services Interns team to schedule and execute artist/donor meet & greets.
- Assist with donor fulfillment obligations such as surprise & delight, donor gifts and others.
- Assist with management and check-in for open rehearsals.

#### Other

- Provide clear and consistent communication to VDF Development Team to ensure all donor needs are met.
- Assist in Festival Headquarters and Venue build and strike, including pre-Festival prep and post-Festival wrap-up.
- Assist in executing Festival community events and other activations, such as Festival Master Classes, Festival Forums and Performance Merchandise sales.
- Work together as a team with other staff and interns to create a safe, positive and healthy work environment.
- Participate in orientation and training activities such as pre-festival virtual meetings and in-person activities to promote professional development, team-building and institutional knowledge.

- Assist as needed in additional tasks related to successful execution of the Vail Dance Festival.

REQUIREMENTS FOR POSITION:

- Proven organization, time-management, administrative and computer skills.
- Ability to create a Festival environment conducive to teamwork, professionalism and willingness to go above and beyond to accomplish the end product.
- Previous experience working and excelling in a fast paced, multi-level, project-based environment with emphasis on timelines, quality and delivery.
- Self-initiative, attention to detail and a customer-centric philosophy.
- Capable of remaining focused and calm under stressful situations and able to quickly adapt to changing conditions.
- Exceptional relationship management and problem-solving skills.
- Excellent communication skills.
- Team approach and willingness to assist others when called upon.
- Willingness to work in outdoor conditions with variable weather.
- Effective time management and prioritizing of tasks.
- Ability to perform physical labor.
- Proficient use of Microsoft Office including Word, Excel, PowerPoint and Outlook.
- Advanced English skills, both written and oral.
- Must be able to successfully pass a background check and have a valid driver's license.
- Successful candidates may be asked to provide proof of vaccination for COVID-19 due to the nature of the work of the Vail Valley Foundation and/or test during the Festival period.

ADDITIONAL PREFERRED SKILLS:

Special events and festival experience. An interest in the arts, specifically dance, is not required but preferred. Prior donor relations or development experience preferred.

BENEFITS AND COMPENSATION:

This is a paid internship position. This position begins July 23, 2023, in-person in Vail, Colorado during the Festival. This position will conclude after the Festival on August 8, 2023.

This position is paid a flat fee of \$2,000.00, working approximately 48 hours per week.

From July 22, 2023, to August 9, 2023, the Vail Dance Festival will provide shared accommodations for this position in the Vail, Colorado area. The Vail Dance Festival will book and arrange all necessary travel to/from the Festival, including air travel and ground transportation.

TO BECOME A CANDIDATE:

Please complete the [2023 VDF Intern Application Form](#).

Contact Harper Addison at [haddison@vdf.org](mailto:haddison@vdf.org) with any questions.