

Internship with Academic Advancement Director
Development Office/Office of the Dean, College of Arts and Letters
Academic Year, 2017-2018

About the Academic Advancement Director:

The Academic Advancement Director for the College of Arts and Letters is the Dean's advisor on fundraising strategy. The Director works as the liaison between the Dean/faculty of the College and the University's Development office, working to promote the College's funding priorities to University fundraisers. Activities of the Arts and Letters Academic Advancement office include proposal development and writing; acting as subject specialist for 50+ fundraisers; project leadership on all Advisory Council-related activities of the College; stewardship of the College's principal benefactors.

Internship Description:

The Academic Advancement intern will have the opportunity to learn the process of fundraising for academic purposes as part of a team at the highest level of leadership in the College of Arts and Letters. Work is largely project-based and focused on long term strategy as well as individual proposals. Interns will collaborate with the Academic Advancement Director and have opportunities for independent projects with College faculty, benefactors, and fundraisers. Recurring and ongoing projects include:

- Planning and executing the fall and spring meetings of the Advisory Council (a group of 70 of the College's best friends and benefactors)
- Stewardship of gifts to the College, including monthly letters from the Dean and individual stewardship projects and special events
- Proposal preparation for gifts in the range of \$100,000 - \$500,000, including initial faculty meetings as well as proposal writing and design
- Planning and executing project-specific meetings of committees formed of benefactor/advisors and faculty; composition of final committee reports to be disseminated to benefactors, faculty, and University leadership
- Acting as a resource to individual fundraisers as a subject expert on the College
- Analyzing database of university benefactors; generating strategies and projects for College fundraising priorities

Schedule:

9 hours/week; August 15 – May 15
Scheduling of weekly hours is flexible

Eligibility:

This position is open to postdocs and to advanced graduate students in the College of Arts and Letters. Graduate students must have obtained candidacy by Fall 2016 in order to be eligible. Graduate students must also obtain the permission of their Director of Graduate Studies as well as their primary advisor in order to apply.

Application Process:

Submit cover letter and resume/CV to Maria Di Pasquale, Academic Advancement Director, College of Arts and Letters at mdipasqu@nd.edu by **March 20, 2017**.