The Laundromat Project seeks a Development Intern

Application Deadline: July 24

The Organization

Founded in 2005, The Laundromat Project (The LP) is a non-profit arts organization that advances artists and neighbors as change agents in their own communities. Through our programming and engagement efforts, we work together with communities to creatively consider and tackle community concerns, while providing a positive avenue for envisioning and realizing a better world. Locally relevant and nationally recognized, The LP achieves our mission by bringing art, artists, and arts programming to laundromats and other everyday community spaces through:

- our flagship Create Change artist development program, which connects communities and artists in meaningful ways via residency and professional development fellowship.
- our creative community building programs, which combines public and enriching art-making with social awareness, community building, and self-empowerment.

Location
Virtual

Responsibilities:

- Support logistics for fundraising campaigns
- Major support with engagement and stewardship efforts of community of supporters, events participants, and volunteers
- Assist with grant writing prep and administration
- Assist with planning of virtual special events for our community of supporters
- Support our annual peer-to-peer campaign, the People-Powered Challenge
- Support organization and compilation of data and files
- Manage contact information for our community members and donors
● Supporting Development team and other LP staff as needed

Requirements:
● An understanding of The LP’s mission and values
● Consistent attention to detail and strong organizational skills
● Willingness to learn and deepen skills around nonprofit operations, fundraising, event coordination
● Excellent written and verbal communication skills and proofreading experience
● Proactive ability to juggle multiple tasks, manage priorities and time well, and collaborate with others on projects
● Proficiency in Google Suite, Apps, and Microsoft Office suite
● Positive and professional demeanor and a flexible, can-do attitude
● Curiosity and a sense of humor and fun
● Candidate must also be reliable and punctual

The Ideal Candidate:
● Will be interested in assisting with the nourishment of creative community leaders through fundraising, special events, engagement, and administrative operations
● Proactive and passionate individuals will get hands-on experience in a non-profit organization dedicated to advancing the intersection of art, community, and social justice

Salary:
$15/hour x 14 hours a week + a modest Utilities Stipend

Timeline:
Start date: August 17
Anticipated length of internship: 18 weeks

To Apply:
Please send a resume and cover letter as a single pdf to jobs@laundromatproject.org by July 24th