



**15**  
YEARS

## **The Laundromat Project seeks a Development Fellow!**

Application Deadline: January 25

The Laundromat Project (The LP) is seeking a creative, driven, and organized individual for a part-time and year-long Development Fellowship. This newly reimagined Fellowship will provide real-life professional experience in fundraising, along with professional development opportunities to connect with leaders from the field.

The ideal candidate will be newly exploring or studying these areas, and want to develop a professional focus around fundraising, arts administration, and non-profit work.

While this position is remote, applicants should live in New York.

### **About The Laundromat Project**

Locally relevant and nationally recognized, The LP advances artists and neighbors as change agents in their own communities. We make art and culture in community while fostering leadership among our neighbors through our celebrated Create Change Residency and Fellowship programs and our creative community hub, Bed-Stuy, Brooklyn.

Since 2005, we have directly invested nearly \$1,000,000+ in over 165+ multiracial, multigenerational, and multidisciplinary artists, 80 innovative public art projects, and a creative community hub in Bed-Stuy, while engaging over 44,000 New Yorkers. This is an especially exciting time to join our team as we implement a new strategic plan focused on knowledge building, accountable collaboration, and catalyzing networks for greater impact.

The LP values and centers the voices, cultures, imagination, knowledge, and leadership of people of color in all of our work and operations. To learn more about The LP, please visit: [laundromatproject.org/](http://laundromatproject.org/)

### **Development Fellow—Year-long, Part-time**

The Development Fellow will work alongside LP staff, particularly the Development Manager, to build support for the organization through fundraising campaigns, grants, relationship building, special events, and administrative operations. The ideal candidate will live in New York and be new to the exploration of these areas or studying them and want to develop a professional focus around fundraising, arts administration and non-profit work. 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.



**MAKE ART.**

**BUILD  
COMMUNITY.**

**CREATE  
CHANGE.**

**Location:** Virtual

**Lead Responsibilities:**

- Prospecting/researching major donors and foundations
- Organization and compilation of data and files
- Compiling contact information for our community members and donors
- Producing board related materials

**Support Responsibilities:**

- Logistics for fundraising campaigns, particularly our annual peer-to-peer campaign, the People-Powered Challenge
- Engagement and stewardship efforts of supporters, events participants, and volunteers
- Grant writing and report prep and administration
- Planning of virtual special events for our community of supporters
- Stewardship of our monthly donors
- 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 fundraising, administration, event coordination, and operations
- 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

**Salary and benefits:**

\$20/hour x 24 hours a week

This year-long, part-time fellowship comes with vacation time, a modest utilities stipend, along with intentional professional development opportunities. Ideally we would like someone to work three days a week for one year. Exact schedule to be confirmed in consultation with applicant and organization.

**Timeline:**

Start date: February 15

Anticipated length of internship: 1 year

**To Apply:**

Send a resume and cover letter [as a single pdf](#) to [jobs@laundromatproject.org](mailto:jobs@laundromatproject.org) by January 25nd

*We cannot respond to all inquiries—only candidates for consideration will be contacted. We will not accept reference letters or phone calls. The Laundromat Project is an equal opportunity employer.*

*People of color, women, immigrants, LGBTQIA+ individuals, and others who may contribute to a rich diversity of perspectives and ideas are especially welcome and encouraged to apply.*