



NEMPAC Development Intern

NEMPAC Mission: Rooted in Boston's North End, our mission is to enrich lives through accessible, exceptional music education and performing arts programs that embrace our vibrant, inclusive, and diverse communities.

NEMPAC Vision: NEMPAC envisions dynamic Boston neighborhoods where music and performing arts fill the city with creativity, spark connections, and inspire us to be our best selves.

Position: Development Intern

Reports to: Development Manager

Term: October 20, 2025 - May 8, 2026

Job Description: NEMPAC is excited to open a position to help manage the non-profit fundraising and development activity. The part-time development intern will assist with fundraising administration, prospect research, support of solicitation, stewardship of donors, and more. The NEMPAC organization delivers meaningful, impactful arts programming to our community, and this position requires an individual who is positive and passionate about NEMPAC's mission to ensure music and performing arts are accessible to all. The position may require occasional evening and weekend work.

This position is part-time for maximum 10 hours per week.

The internship will focus on specific projects (eg. grant writing, donor prospecting) according to the strengths and interests of the candidate. Weekly tasks will depend upon the intern's specific focus, but may include the following:

- Communicate with donors in person, on the phone, and by email
- Manage the timely acknowledgment of gifts and assure that all types of donations (cash, pledges, matching gifts, and planned gifts) are properly documented
- Keep donor records up to date in our CRM
- Grant research and writing
- Assist with donor research and prospecting, including helping to expand Community Music School giving

- Update sponsorship materials for solicitation purposes
- Ensure data integrity through accurate data entry and ongoing clean-up efforts
- Assist development manager with the production and distribution of our Annual Appeal in November
- Assist with the writing and editing of appeals, acknowledgments, donor news, reports, and proposals

Qualifications:

- Excellent written and verbal communication skills
- Strong attention to detail
- Excellent organizational skills
- Proficient with Microsoft Word, Excel, Google Apps, and comfort with learning donor database software
- Interest in fundraising and development

Compensation: \$15/hr as agreed through NEC work study program

To apply: Please send resume and cover letter to Ryan Mewhorter at rm9671@necmusic.edu. Please include "NEMPAC Development Assistant" in the subject of the email.

Diversity Statement: NEMPAC believes we are all musicians and performers. We are committed to diversity and inclusion. We aspire to build a diverse staff team and community. We embrace people of all backgrounds and invite them to join us.

Anti-Discrimination Policy: NEMPAC does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, genetic information, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its programs or operations. These programs and operations include, but are not limited to, hiring and termination of employees and contracted staff, selection of volunteers, faculty, artists, and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, board leadership, students, neighbors, volunteers, contractors, vendors, and friends.