



Development Operations Coordinator

Internship, Part-Time, Unpaid

Position Summary:

Are you detail-oriented, analytical, and eager to gain hands-on experience in non-profit development? Stomping Ground Comedy Theater is seeking a motivated Development Operations Intern to join our team! This is a fantastic opportunity to play a crucial role in supporting our fundraising efforts and contributing directly to our mission of fostering community through comedy.

Your Role: Development Operations Intern

As our Development Operations Intern, you will be instrumental in managing and optimizing our Customer Relationship Management (CRM) databases, our systems for managing our interactions with donors, and community partners. You will contribute to data integrity, uncover valuable insights, and empower our team to build stronger relationships and amplify our fundraising success.

Key Responsibilities:

- **Data Management:** Accurately input and maintain donor information, contact details, and engagement history in the CRM system, ensuring data quality and consistency.
- **Data Analysis & Reporting:** Assist in analyzing CRM data to identify trends and patterns, and contribute to the generation of reports and dashboards to track performance.
- **CRM Support & Improvement:** Support the implementation of new CRM features and help refine processes and workflows for maximum efficiency.
- **Donor Engagement Support:** Assist with donor stewardship and outreach activities, contributing to meaningful connections with our community.
- **General Team Support:** Provide support to other development tasks as needed.

What You'll Bring (Helpful Skills):

- Familiarity with CRM systems (Salesforce, HubSpot, Zoho, or similar preferred).
- Proficiency in Microsoft Excel or Google Sheets for data analysis.
- Strong attention to detail and organizational skills.
- An analytical mindset and a willingness to learn.
- A genuine interest in the non-profit sector and the arts.

Stomping Ground Comedy Theater 1350 Manufacturing St. #109 | Dallas, TX 75207

Stomping Ground Comedy Theater & Training Center is a Texas non-profit organization operating under the rules of Section 501(c)(3) of the Internal Revenue Code.

STOMPING GROUND

Your Benefits:

- **This internship offers valuable hands-on experience and the opportunity to develop practical skills in non-profit development.**
- **Skill Development:** Develop valuable skills in data entry, analysis, and reporting.
- **Make a Difference:** Contribute to the growth of Stomping Ground.
- **Comedy Perks!** Enjoy free access to our comedy classes (as space allows) and complimentary entry to all our hilarious shows!

Details:

- **Time Commitment:** Approximately 12 - 15 hours per month.
- **Work Location:** Remote from Home.
- **Please Note:** This is an unpaid learning opportunity.
- Successful candidates will be required to pass a background check and adhere to confidentiality expectations.
- Training Provided.

Ready to Join the Fun?

Submit your resume and relevant experience to kelly@stompinggroundcomedy.org.

Equal Opportunity Employer:

Stomping Ground Comedy Theater values diversity and is an equal opportunity employer. All qualified candidates are encouraged to apply.

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