



## Development Communications Intern

*Internship, Part-Time, Unpaid*

### Position Summary:

Are you a strong communicator, creative thinker, and relationship-builder eager to gain hands-on experience in nonprofit development and donor engagement? Stomping Ground Comedy Theater is seeking a motivated Development Communications Intern to join our team! This is a fantastic opportunity to support fundraising communications, strengthen donor relationships, and contribute directly to our mission of fostering community through comedy.

### Your Role: Development Communications Intern

As our Development Communications Intern, you will work closely with the Director of Development to support donor-facing communications and engagement efforts. You'll help ensure our messaging remains thoughtful, relationship-centered, and aligned with our mission and values. This role will also collaborate frequently with our Marketing & Communications team and work alongside our Development Operations Intern to support a strong and connected development program.

### Key Responsibilities:

- **Donor Communications Support:** Assist with drafting and editing donor-facing communications including newsletters, stewardship emails, campaign messaging, acknowledgments, and other outreach materials.
- **Content Collaboration:** Work alongside the Marketing & Communications team to support donor communication materials, visual formatting, and storytelling efforts aligned with organizational branding.
- **Campaign & Engagement Support:** Assist with fundraising campaigns, donor engagement initiatives, and donor-centered communications that highlight impact, gratitude, and community connection.
- **Cross-Team Collaboration:** Partner with the Development Operations Intern to support overall development efforts and ensure communications and donor data remain aligned.
- **General Team Support:** Provide support to other development and fundraising projects as needed.

### What You'll Bring (Helpful Skills):

- Strong written communication, organization, and attention to detail.
- An interest in fundraising, donor engagement, nonprofit communications, or the arts.
- Familiarity with Canva and digital communication tools, or a willingness to learn.
- Collaborative, adaptable, and comfortable working across teams.
- Experience with social media, email platforms, or CRM systems is a plus, but not required.

**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 fundraising and communications.**
- **Skill Development:** Gain experience in donor stewardship, development communications, fundraising strategy, and collaborative campaign planning.
- **Mentorship:** Work closely with the Director of Development and gain insight into nonprofit fundraising and relationship management.
- **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, with occasional in-person opportunities as available.
- **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 [malikha@stompinggroundcomedy.org](mailto:malikha@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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