



Development Intern Fall 2026

8-12 hours per week (September – December), some evenings and weekends

Paid Internship

Position Summary

The Development Intern plays an important role in supporting LSO fundraising events, donor engagement activities, and development operations. This position is primarily in person at the Lansing Symphony office, with limited remote work opportunities as approved by the Development Manager.

Specific Duties and Responsibilities

- Work as directed by LSO Development Manager on donor engagement events, including the Reverse Raffle, Gala, donor lounges, and open rehearsals.
- Attend LSO concerts and events, assisting with planning, logistics, donor needs, and event flow as assigned. Staff the LSO Maestro Lounge by greeting donors and monitoring access to the reception.
- Provide administrative support for all LSO fundraising activities as directed by LSO Development Manager, including acknowledgment letters, donor solicitations, and CRM management.
- Manage donor database records and assist with targeted fundraising communications and mail-merge campaigns.
- Assist with donor outreach efforts, including phone calls to previous supporters during fundraising campaigns.
- Administrative support responsibilities include document preparation, data management, mailings, and general office support.

Learning Outcomes

- Gain experience in nonprofit fundraising and donor relations.
- Learn CRM/database management and fundraising operations.
- Develop event planning and event management skills.
- Network with community leaders, donors, and arts professionals.
- Gain exposure to arts administration and nonprofit management.

Experience, Personal Attributes and Competencies

- Demonstrated interest in fundraising, nonprofit management, event planning, or arts administration required.
- Confident and comfortable in communicating in person, phone, email, and mail.
- Demonstrates professionalism, diplomacy, and sound judgment when interacting with donors, patrons, community leaders, and organizational partners.
- Ability to act with discretion and maintain confidentiality.
- Strong computer skills, including Outlook, Word, Excel, and Canva.
- Knowledge of or interest in classical music and orchestras is a plus.
- Team player who enjoys working in a collaborative environment.
- High energy and a positive attitude, with the ability to provide exceptional customer service internally and externally.

Work Location & Hours

The Lansing Symphony Office is in downtown Lansing. Normal business hours are 9:00 AM to 5:00 PM, Monday through Friday. The Development Intern's office hours can be flexible; however, attendance at the following events outside of normal business hours is required:

- Wednesday, September 23, 2026: LSO Reverse Raffle at Copper Moon, 2:00 PM – 11:00 PM
- Friday, October 2, 2026: LSO Concert at Wharton Center, 6:15 PM – 10:00 PM
- Friday, October 16, 2026: LSO Concert at Wharton Center, 6:15 PM – 10:00 PM
- Saturday, November 21, 2026: LSO Concert at Wharton Center, 6:15 PM – 10:00 PM
- Sunday, December 13, 2026: LSO Concert at Wharton Center, 2:00 PM – 5:00 PM

Interested candidates who cannot attend an event listed will still be considered.

How to Apply

Email your cover letter and resume to Michael Goodman at michael@lansingsymphony.org. Application review will begin on August 17, 2026, and continue until the position is filled.