



INTERNATIONAL
TENNIS HALL OF FAME

POSITION:

Advancement Intern – Summer 2020

CONTACT:

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OVERVIEW:

The Advancement Intern will work with the development team to assist with the administration of annual giving programs and donor relations. Daily projects include distribution of donor communications, database maintenance, and various project research.

RESPONSIBILITIES:

- Assist with exporting, merging, and ensuring accuracy of direct mail appeals, tax receipts, and other donor correspondence
- Assist with the administration and organization for on-site naming opportunities
- Assist with donor correspondence and donor services
- Assist with website updates and creative marketing.
- Assist with direct mail marketing and fundraising program
- Assist with on-site activation of donor experiences & services during ITHF events
- Collaborate with the Annual Giving & Donor Relations Manager to develop and implement strategies to attract new donors and enhance retention efforts to grow programs
- Provide staffing support for fundraising and cultivation events as needed
- Assist with other areas of the Advancement Office as needed

SKILLS / QUALIFICATIONS:

- Positive attitude and team-player work ethic
- Strong computer skills. Proficient in Microsoft Word and Excel
- Knowledgeable in Photoshop, Illustrator, Publisher, and/or Power Point a plus
- Excellent communication skills. Position requires telephone and in-person communication with donors and other constituents
- Willingness and ability to travel and work extra hours as required
- A results-oriented individual who demonstrates the ability to work well with people
- Ability to multi-task and establish priorities
- Excellent online research skills

TIME COMMITMENT:

The internship is from mid-May to mid-August. Start dates are flexible. Applicants must be prepared to work a minimum of 20 hours per week Monday through Friday. Applicants must be prepared to work during the tournament from July 11 – July 19 every day and into the evenings.

COMPENSATION:

This is an unpaid internship. Candidates should be local to Newport, RI or be willing to relocate at their own expense.

APPLICATION REQUIREMENTS:

- Resume and cover letter
- Names and contact information of two references (one academic, one professional)

APPLICATION DEADLINE:

Applications will continue to be accepted until all positions are filled.

ABOUT THE INTERNATIONAL TENNIS HALL OF FAME:*Our Mission*

The International Tennis Hall of Fame preserves and promotes the history of tennis and celebrates its champions, thereby serving as a vital partner in the growth of tennis globally. The ITHF is a non-profit organization located in Newport, Rhode Island. It is a dynamic organization comprised of diverse business operations to support that overall mission.

- The Museum at the ITHF chronicles the history of tennis and the stories of its greatest champions through an extraordinary collection and interactive exhibits. The museum is a Smithsonian Affiliate and an accredited institution by the American Alliance of Museums.
- Annually in July, the Hall of Fame hosts the Hall of Fame Open, an ATP World Tour 250 event that is part of the US Open Series.
- The Hall of Fame Tennis Club is a year-round tennis facility offering junior and adult programming on three surfaces – grass, hard courts, and clay.
- The ITHF is the official Hall of Fame for tennis globally and is responsible for presenting the sport's greatest champions with tennis' ultimate honor, the Hall of Fame induction. Just over 250 individuals from 26 nations have received this honor throughout tennis history. The annual Induction Ceremony is hosted in July.
- As a non-profit organization, the ITHF is active in development outreach and philanthropic programs including youth tennis programming through our National Junior Tennis & Learning chapter, TeamFAME, and careful preservation of our National Historic Landmark property.
- The ITHF is an engaged partner in the global tennis industry and is committed to celebrating the sport's greatest champions and promoting tennis history through strategic programming around the world.

International Tennis Hall of Fame, 194 Bellevue Avenue, Newport, RI 02840
tennisfame.com