Coalition for the International Criminal Court
Arts Initiative Internship – Development

Location
New York

Employment or Internship
Internship

About Conjunction Arts (CA)
Established in 1989 by Bradley McCallum, this Brooklyn-based non-profit organization facilitates partnerships between artists and civil society organizations and provides fiscal sponsorship to artists and organizations.
http://www.conjunctionarts.org/

About the Coalition for the International Criminal Court (CICC) Arts Initiative
The Arts Initiative was established in order to invite artists to address the work of the CICC and other issues of international justice. Bradley McCallum is the Coalition’s first Artist-in-Residence, creating Weights and Measures: Portraits of Justice, a body of portraits of those individuals who have been indicted by the ICC and related Tribunals as well as those individuals who have helped bring these prosecutions forward. The vision – artists committed to progressive social change working with the Coalition and its network of over 2,500 civil society organizations around the world, including groups working directly with victims, with major human rights groups, and on the ground.
http://www.coalitionfortheicc.org/

The Internship
The intern will assist Conjunction Arts in its development activities and will coordinate with the CICC development team. The intern will report to Bradley McCallum and will be based out of the Conjunction Arts Office with the possibility to work remotely, as well. The internship can be full-time or part-time (minimum 3 days per week) for a period of at least 3-4 months. Please note that this is an unpaid internship.

Internship Responsibilities
Assisting Bradley McCallum in his efforts to build and maintain support from foundations, governments, and individual donors by:
• Identifying and researching potential grants and awards
• Drafting and editing grant proposals
• Researching individual and foundation prospects and creating profiles
• Identifying and researching potential individual donors to the Arts Initiative
• Drafting invitations, thank you letters, and other donor cultivation materials
• Assisting with the planning and organizing of donor cultivation opportunities
• Maintaining the Arts Initiative’s social media presence
• Assisting with other tasks as required in order to aid the overall strategy of the development of the Arts Initiative

**Qualifications Required**
• Advanced undergraduate or graduate degree, or student working towards a degree in a relevant field
• Excellent written and oral communication skills
• Proficiency using Microsoft Office software, especially Microsoft Word and Excel
• Excellent internet research skills
• Self-starter, with the ability to work independently and with a team within the constraints of tight deadlines
• Proficiency in written and spoken English
• Grant/proposal writing experience
• Social media experience, especially Twitter and Facebook

**Desired, but not required**
• Enthusiasm and passion for international justice/human rights issues/art
• Familiarity with Development/Fundraising software (especially Raiser’s Edge)
• Previous experience in a nonprofit environment
• Knowledge of the ICC, CICC, and Conjunction Arts

**Application Requirements**
Interested applicants should submit a cover letter, resume, 2 references, and a writing sample on a related topic to development@coalitionfortheicc.org. Please include the name of the internship in the subject of the email and in the cover letter. Be sure to indicate your approximate start date, as well. Applications are currently being received on a rolling basis. development@coalitionfortheicc.org