



Data Management & Analysis Intern

ArtsMemphis seeks a Data Management & Analysis Intern for Summer 2023. This position will work with our team on data reconfiguration and analysis in our databases (Raiser's Edge NXT-development, Financial Edge-finance, Foundant-grant-making and MailChimp-communications).

This position will provide donor software experience and the opportunity to learn about nonprofit data management and analysis practices while gaining experience in an organization with a broad service area and unique focus as a local arts agency.

Schedule:

- Summer 2023 [May – August]
- Specific start date, length of internship, days and hours in the office are flexible and will be determined with the intern.
- General office hours are Monday – Friday 9 am – 5 pm (in person Monday-Thursday; remote optional on Friday).

Compensation:

- ArtsMemphis internships can be used to complete academic course credit at most academic institutions.
- This will be a paid internship with a rate of \$15/hour.

Job Duties:

- This position will be a key player in our 3 strategic areas of the organization: Invest in Arts, Generate Arts Support, Advance Organizational Effectiveness
- This role will focus on reconfiguring our donor and financial database records to increase capacity and create efficiencies.
 - This position will be responsible for optimizing donor data, financial ledger codes and database structures.
 - These projects will involve direct work in donor and financial databases, with editing entries, reformatting donor profiles and updating financial coding.
- Additionally, this position will play a role in processing and analyzing organizational data gathered from our grant-making processes.
 - This position will process and analyze grantee data and create summaries and visuals.
 - These projects will utilize grantee data to create impact reports and a deeper understanding of our grantees' work.

The position will report to the Development Manager and work closely with the Chief Financial Officer.

**Qualifications:**

- Student seeking a college degree or High School Graduate with 2+ years of experience
- Familiarity and interest in working with database software.
- Understanding and interest in data analysis.
- Strong analytical, communication and problem-solving skills.
- Detail-oriented
- Proficient experience and/or understanding of Microsoft Excel
- Proficient computer skills
- Ability to multi-task and work independently, completing tasks on deadline
- Must function well in a team environment
- Discretion in handling confidential information
- The acceptable candidate must adhere to the rules and regulations governing all employees of ArtsMemphis

Contact:

Please send a resume, three references and a letter of interest, articulating the skills you can bring to ArtsMemphis and the skills you wish you acquire through an internship to:

Colleen Chandler
Development Manager
ArtsMemphis
575 S. Mendenhall
Memphis, TN 38117
901-578-2787
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About ArtsMemphis:

ArtsMemphis is the primary arts funder in the Mid-South and exists to strengthen our community by supporting Memphis artists and arts organizations. The arts are essential in driving our economy, enhancing quality of life, improving youth development, providing healing and connection, bridging differences, and sparking innovation. ArtsMemphis grants over \$3M to 65+ organizations and hundreds of artists annually. ArtsMemphis has invested over \$90 million since its inception in 1963, expanding the foundation of art for our city.

ArtsMemphis envisions a Memphis in which every individual feels pride in our city's authentic cultural assets and experiences the impact of the arts in their lives. We work to support an accessible, impactful, and sustainable arts community with abundant and inclusive engagement.