



## **Job Description**

### **DEVELOPMENT RESEARCH INTERN**

#### **Organization Summary**

The Unusual Suspects Theatre Company's (USTC) mission is to mentor, educate, and enrich youth in under-resourced communities through the creation of collaborative, original theatre. Our mission powers our vision of a world where all youth are given the opportunities and support they need to succeed.

Founded in the wake of the 1992 LA Uprising, USTC has grown from a small, volunteer-led youth intervention program into an award-winning leader in the fields of arts education, youth development, mentorship, and community building. After nearly three decades of service within disinvested and underrepresented communities, the focus of our work remains to ensure the equitable enrichment and development of Los Angeles County under-resourced youth. Our free, theatre-arts programs go beyond the reach of typical arts education workshops to offer personalized mentorship and a safe space for self-expression, empowering those we work with to identify and leverage their innate talents and overcome inequitable circumstances.

The Unusual Suspects is committed to diversity, equity, inclusion, and access, and strongly encourages people of color, women, LGBTQ+ individuals, and all those with protected class backgrounds to apply. While our second floor is not handicap accessible, we are committed to providing accommodations to ensure all candidates' needs are met. We value the individuals that we hire and look forward to sharing and creating a positive, diverse work environment for all identities. For more information visit:

<https://theunusalsuspects.org/>

#### **Job Summary**

The Development Research Intern will assist the Advancement Department staff in completing a comprehensive research report on USTC's current funding streams, prospective donors, and new trends/innovations in fundraising and philanthropy. The project will gather data and reveal anecdotes that help uncover the current motivations and barriers within our communities of support. The Intern's primary duties will be to work with Advancement to understand the current state of USTC's fundraising efforts, perform interviews and focus groups with current and prospective donors, and create a research report that will be used to prepare for USTC's upcoming Capital Campaign and long-term sustainability plans.

The internship requires a critical thinker with strong communication and research skills, the ability to facilitate interviews, and a passion for community empowerment and the Arts. The Development Research Intern position is a unique opportunity to understand how donors and community partners have contributed to the incredible growth of USTC over the past 31 years; how we can improve our messaging to strengthen relationships moving forward; and how fundraising will impact the future growth and sustainability of our work. The Intern will utilize verbal and written communication skills to successfully complete the capstone project.

## **Qualifications**

- **Currently enrolled as an undergraduate, including in associate degree (community college) programs.**
  - Students who are on track to complete their undergraduate degree, or transfer from a community college to a four-year institution between May 1 - December 1, 2025, are also eligible.
- **Are a resident of Los Angeles County** attending college outside of the region or currently attend college in Los Angeles County.
- Must be able to legally work in the United States.
- Applicant cannot have previously participated in the Los Angeles County Arts Internship Program.

## **Duties and Responsibilities**

- Perform an in-depth review of current funders and earned revenue partners.
- Conduct research and outreach to current and prospective corporate, foundation, and government funders and key partners/contacts (e.g. program officers, school administrators, Board members) to find areas of alignment, as well as motivations and barriers to support.
- Outreach to past, current, and prospective funders and partners from diverse backgrounds through interviews, surveys and focus groups to capture stories and create donor profiles.
- Research current trends in fundraising and philanthropy across a variety of sources, including community centered fundraising and participatory grantmaking practices.
- Meet with USTC staff to obtain an in-depth understanding of fundraising strategies, partnership efforts, and capacity.
- Attend various Advancement and all-staff meetings to learn about ongoing fundraising, organizational sustainability efforts, and day-to-day non-profit operations.
- Collaborate with staff to create ideas for fundraising content as needed.
- Compile a robust final written report of research findings.
- Prepare a final presentation of project activities and accomplishments at the culmination of the 10-week internship, including recommendations for long-term organizational sustainability.
- Other duties related to donor engagement and research, as assigned.

## **Desirable Skills & Personal Qualifications**

- Detail-oriented, punctual, flexible and conscientious.
- Exceptional communication, organizational, planning, and time-management skills.
- Creative thinker with ability to work independently to complete projects as well as in a team environment with minimal supervision.
- Some knowledge of/interest in Theatre Arts, Arts Education, and Nonprofits,
- Strong commitment to social change through community empowerment and the arts.
- Cultural competency to work with individuals from diverse backgrounds.
- Personal ethics align with the vision and values of the The Unusual Suspects organization.
- English/Spanish bilingual proficiency preferred.

## **Work Environment:**

USTC currently incorporates a hybrid work model of both on-site and remote work. The majority of the Intern's 400 hours on the project will be spent in USTC's administrative office in Pasadena and/or in the field at program sites throughout Los Angeles County, with up to 100 hours spent working remotely from home. The Intern's required equipment and telecommunication support will be provided by USTC. Candidate must be able to travel to the office and program sites.

## **Salary & Schedule**

- This nonexempt position will work a minimum of 15 hours per week between June 1, 2025 and March 1, 2026. The specific schedule and number of hours per week will be decided through mutual agreement of the candidate and USTC.
- Candidate must be open to work a flexible schedule, including some evenings and, potentially, weekends to attend performance events.
- CalSavers (California Roth IRA Program) is offered, but not required.
- Accrued paid sick leave per California law
- Chosen candidate will be paid \$17.87 an hour for a total of \$7148.00, for the 400-hour internship.

## **Apply Today!**

Send resume and cover letter to [jobs@theunusualsuspects.org](mailto:jobs@theunusualsuspects.org). Include in the subject line of your email and the title of the position you are applying for. No calls please.

## **Additional Information**

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job. The Unusual Suspects provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.