

# Minnesota Children's Museum Internship Position Description

<b>Position Title:</b>	Corporate and Foundation Grants Intern
<b>Department:</b>	Development
<b>Supervisor Title:</b>	Corporate and Foundation Grants Manager
<b>Classification:</b>	Intern, temporary part-time: 10-15 hours/week

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## **Institutional Mission**

Sparking Children's Learning through play.

## **Position Summary**

The Corporate/Foundation Fundraising intern at Minnesota Children's Museum will assist the corporate/foundation grants manager in writing and submitting grants (under \$5,000), will perform prospect research, and will maintain files and other organizational systems. The Corporate/Foundation Fundraising intern will gain a firsthand knowledge of grant-writing, research, the Raisers Edge database tool and knowledge of the local funding community in a fun and fast-paced non-profit environment.

## **Supervision Summary**

This position has no supervisory responsibilities.

## **Major Job Accountabilities**

This is an estimate of the duties to be included in the internship. The exact duties and projects will be determined by mutual agreement of the intern and Museum staff. Depending on experience and background, the intern may have the opportunity for more creative and independent work that could include ownership of the life-cycle for a single grant from identification to submission. All duties will be carried out with direction and supervision of the Development staff.

## **% of Time**

- 20 % 1. Research local corporate and private foundations for guidelines and deadlines
- 40% 2. maintain annual comprehensive grants management calendar in Raisers Edge database. This will include updating the calendar system, inputting of data, and manipulating data to create reports, tracking, etc.
- 20% 3. write and submit grant proposals. Assist manager in submitting grant proposals (under \$5,000) to local corporate and private foundations.
- 10% 4. Maintenance of paper files and other duties as assigned.

## **Knowledge, Skills and Abilities Required**

1. Formal education in related field (development, marketing, communications, journalism or related experience.)
2. Excellent computer skills, especially in data entry, database skills or knowledge of Raisers Edge preferred
3. Able to conduct online research
4. Excellent written, verbal and organizational skills.
5. Strong attention to detail, accuracy is important
6. Ability to work well with others as well as on an independent basis.