

Minnesota Children's Museum Internship Position Description

Position Title:	Development Intern
Department:	Development
Supervisor Title:	Development Associate
Classification:	Intern, temporary part-time: 10-12 hours/week

Institutional Mission

Sparking children's learning through play

Position Summary

The Development Department at Minnesota Children's Museum seeks an intern to assist with daily operations in a fun and fast-paced fundraising office. The Development Intern will submit grants, perform prospect research, process donor acknowledgments and maintain files and other organizational systems. The Development Intern will gain firsthand knowledge of grant-writing and research, learn to navigate and use the Raiser's Edge database, as well as experience the day-to-day operations of a non-profit organization.

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. All duties will be carried out with direction and supervision of the Development Associate.

% of Time

- 35% Update donor records and enter donations in Raiser's Edge; process acknowledgment letters
- 20% Assist in submitting grant proposals to corporate and private foundations and coordinate and prepare mailings to Museum donors
- 20 % Research corporate and private foundations and individual donors and prospects
- 15% Maintenance of paper files and other duties as assigned
- 5% Assist with planning and implementation of Development events
- 5% 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 (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

Training Provided

1. Museum background and philosophy
2. Policies and practices of development/fundraising procedures in a nonprofit cultural institution
3. Navigate and use Raiser's Edge