

Minnesota Children's Museum Internship Position Description

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

Institutional Mission

Sparking children's learning through play.

Position Summary

This position will assist with daily development department operations in a fun and fast-paced fundraising office. This position will perform data entry, undertake prospect research, help process donor acknowledgments, and maintain files and other organizational systems and have the opportunity to work on a small appeal to a select audience. The Development Donor Data Intern will gain firsthand knowledge of navigation 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 development 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 Coordinator.

% of Time

- 50% Confirm accuracy of and update donor records, enter donations in Raiser's Edge and process acknowledgment letters as needed
- 20 % Research individual, corporate and private foundation donors and prospects
- 15% Prepare and send mailings to individuals and assist in submitting grant proposals to corporations and private foundations
- 10% Organize and file donor correspondence and help maintain other systems
- 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. Intern Orientation.
2. Policies and practices of development/fundraising procedures in a nonprofit cultural institution.
3. Navigation and use of Raiser's Edge.