

# Minnesota Children's Museum Internship Position Description

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

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## **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 prospect research, help process donor acknowledgments, submit grants, and maintain files and other organizational systems and have the opportunity to work on a small appeal to a select audience. The Development Intern will gain firsthand knowledge of research and the grant-writing process, 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 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 Associate.

## **% of Time**

- 40 % Research individual, corporate and private foundation donors and prospects
- 20% Update donor records, enter donations in Raiser's Edge and process acknowledgment letters as needed
- 15% Prepare and send mailings to individuals and assist in submitting grant proposals to corporations and private foundations
- 15% Organize and file donor correspondence and help maintain other systems
- 5% Assist with set-up 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. Intern Orientation.
2. Policies and practices of development/fundraising procedures in a nonprofit cultural institution.
3. Navigation and use of Raiser's Edge.