

Minnesota Children's Museum Internship Position Description

Position Title: Fundraising Events Intern

Department: Development

Supervisor Title: Development Associate

Classification: Intern, temporary part-time: 8-10 hours/week, increasing to 15+ hours/week closer to event date, occasional nights and weekends,

Institutional Mission

Sparking children's learning through play.

Position Summary

This position will assist in the planning and execution of our 2011 Grand Family Ball, our family celebration and fundraiser on June 25, 2011. This position will help support the event by preparing mailings, making phone calls and maintaining information. This position will be expected to work at the Grand Family Ball. The Fundraising Events Intern will gain a firsthand knowledge of marketing and fundraising in a fun and fast-paced non-profit environment.

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

- 35 % Assist with securing raffle and silent auction items for the event. This includes preparing and sending mailings, making follow-up phone calls and coordinating and picking up raffle items. Some local travel expected.
- 30% Assist with display of raffle and silent auction items at event. This includes calling donors for display items and conducting online research for images and information to be used for PowerPoint presentations as well as printed table displays.
- 15% Maintain tracking spreadsheets
- 15% Other duties as assigned.
- 5% Work at Grand Family Ball event and coordinate all cross checking of items week prior to event. Help set up sponsor rooms and décor throughout the Museum.

Knowledge, Skills and Abilities Required

1. Formal education in related field (development, marketing, communications, journalism or related experience)
2. High comfort level with making phone calls to Board members, committee members and prospective donors.
3. Skill in coordinating and completing tasks and projects.
4. Excellent written, verbal and organizational skills.
5. Computer skills, including word processing.
6. Ability to work well with others as well as on an independent basis.

Training Provided

1. Intern Orientation.
2. Policies and practices of marketing and communications in a nonprofit cultural institution.
3. Navigation and overview of Raiser's Edge.