

Membership & Development Intern



Description:

The Field House Museum strives to provide innovative learning opportunities to students of diverse backgrounds and areas of study interested in working with a multidisciplinary museum that puts visitors and the community at the center of our work. The Summer Internship may be full- or part-time with a minimum of 16 hours/week, depending on the intern's and the museum's needs and schedule. The anticipated length of this internship is 10 - 12 weeks, but can be flexible.

The Membership & Development Intern will work with museum staff to find ways to cultivate new donors and members while helping to secure existing relationships with current donors and members. Interns will gain experience in non-profit development management. Applicants should be proficient in Microsoft Office, capable of multitasking, have excellent written and verbal communication skills, can handle confidential material with discretion, and can prioritize tasks.

Responsibilities:

Under the close supervision of the Executive Director with the assistance of the Intern Supervisor, the intern will:

- Manage donor communication via mail, email, telephone, etc.
- Assist with membership renewals and the creation and implementation of membership and donor acknowledgment letters
- Update and maintain database records
- Promote member opportunities and benefits
- Identify and suggest ways to engage new audiences, organizations, and groups
- Assist in the creation of cultivation events
- Assist with and help organize one of the Museum's annual fundraising events
- Collect and submit data for grant reports
- Research new grant and fundraiser possibilities

Educational Objectives:

- Learn fundraising-membership best practices, non-profit operations, and donor cultivation
- Gain experience in the management of database records and event planning
- Team roles and responsibilities

