

Natural World Museum Internship Application

Development Intern

Title: Development Intern
Department: Development
General Supervisor: Director of Business Development
Required Availability: Flexible – 9am to 5pm
Hours per Week: 8 (minimum)—20 hours per week

Experience Gained:

- Great opportunity to get involved in the thriving nonprofit community
- Exposure to the world of development including fundraising and donor relations
- Gain valuable skills in the field of business development, individual donor and foundation relations, marketing, research and prospecting
- Skills in navigating foundation and individual databases, including donor database systems
- Practice project management skills
- Engage in cultural and community events

Training and Support Provided:

- On-site training with Business Development staff to become familiar with and experienced in all applicable development tasks and responsibilities
- Continued consultation and supervision with Director of Business Development
- Access to resources that help you build your experience in the Development and nonprofit field and support your educational goals

Intern Responsibilities:

- General administrative duties including assisting with the organization of development files, copying, donor correspondence, & campaign mailings
- Enter gifts into the fundraising database, generate thank you letters, draft correspondence, and generate reports
- Other development duties as assigned
- Work with Volunteer Services as assigned

Qualifications:

- An interest in learning about museum, art, environmental conservation and advocacy, and business development work
- Excellent interpersonal skills with the ability to interact with individuals in a diverse environment; good sense of humor