Thinkery
Intern Position Description

Position Title: Development Intern
Department: Resource Development
Classification: Non-paid internship and does not require academic credit
Reports To: Director of Development & Marketing/ Development & Membership Coordinator

The mission of Thinkery is to create innovative learning experiences that equip and inspire the next generation of creative problem solvers. For more information about Thinkery, check out www.thinkeryausin.org.

Position Summary: The Development Intern plays a critical role in support of the Museum’s development strategies by providing administrative and fundraising support for the Museum Development Officers and volunteer committees. This Intern records “next steps” and other activities within the event timeline, and assists the Development department in the planning, administration, and execution of fundraising and donor recognition events; may perform additional development-related duties as required.

Major Responsibilities:
  Special Event and Fundraising Management
  ▪ Provides planning and administrative support to staff and volunteers for museum donor recognition and fundraising events.
  ▪ Enters and maintains event data in an electronic spreadsheet and relational database.
  ▪ Prepares packets for donor visits with donor profiles, maps, donor publications, etc.
  ▪ Coordinates communications between museum staff and volunteers. Schedules meetings as needed.

  Administrative
  ▪ Provides general administrative support for project-based and ongoing development and membership activities.
  ▪ Is an active member of the Development team and assists with department wide projects.

Qualifications Experience/Knowledge, Skills and Abilities
  ▪ Detail oriented, accurate and possesses a strong attention to detail. Excellent critical thinking skills. Excellent oral and written communication skills.
  ▪ Ability to work within a staff team and to organize multiple tasks and responsibilities while maintaining efficiency.
  ▪ Ability to meet deadlines. Ability to work within established guidelines and make recommendations to improve process and procedures.
  ▪ Advanced computer skills, proficiency with Microsoft Office. Experience with Blackbaud’s Raiser’s Edge or other relational database helpful.

Schedule: Schedule is flexible, but intern candidates must be able to commit to work a minimum of 12 hours per week during business hours M – F, 9am to 5pm.