Thinkery
Intern Position Description

**Position Title:** Membership Intern  
**Department:** Resource Development  
**Classification:** Non-paid internship and does not require academic credit  
**Reports To:** Membership and Annual Giving Manager

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](http://www.thinkeryausin.org).

**Position Summary:** The Membership Intern plays a critical role in support of the museum’s development strategies by providing administrative and fundraising support for the museum’s membership team and volunteer committees. This Intern works closely with the membership team on database management projects, donation acknowledgement and tracking, membership benefits fulfillment, and additional duties as needed.

**Major Responsibilities:**

**Database and Records Management**
- Research donations received and apply tracking codes to gift records, based on origin of gift, membership appeal, transaction method, etc.
- Assist with membership campaigns, including acquisition, renewal and onsite sales.
- Assist with the development and maintenance of monthly reports.
- Works with Membership Coordinator to update and maintain accurate donor information within a relational database.
- Assists with management of a communication schedule with members and donors.
- Provides reports and lists of donor records as needed.

**Administrative**
- Provides general administrative support for project-based and ongoing membership activities.
- Assists with development of acknowledgment letters and fulfilling membership benefits.
- May assist with Member events and programs.
- 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.
- Skills in proof-reading and editing essential.
- 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 between 8 -10 hours per week during anytime between M – F, 9am to 4pm. There will be scheduling restrictions due to limited work space options.