



## Intern Position Description

<b><u>Position Title:</u></b>	Development Intern
<b><u>Department:</u></b>	Development & Marketing Development
<b><u>Classification:</u></b>	Non-paid internship and does not require academic credit
<b><u>Reports To:</u></b>	Development & Marketing Team

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, see [www.thinkeryaustin.org](http://www.thinkeryaustin.org).

### **Position Summary:**

The Development Intern supports the museum's development strategies by providing administrative and fundraising support for the museum's development team and volunteer committees. This Intern builds and updates constituent records through ongoing research, records "next steps" and other activity for existing and prospective donors and members, assists the Development department in the planning, administration, and execution of fundraising and donor recognition events, and performs additional duties as needed.

### **Major Responsibilities:**

#### **Special Event and Fundraising Management**

- Provides planning and administrative support to staff and volunteers for museum donor recognition, member family events and fundraising events.
- Enters and maintains event data in an electronic spreadsheet and relational database.
- Coordinates communications between museum staff and volunteers.

#### **Prospect Research and Records Management**

- Using online research tools, researches prospect and donor information including basic contact information to update constituent records as needed.
- Creates a donor profile template in Word and uses this template to document research on individuals and corporations.
- Works with Development Manager and Membership Manager to update and maintain accurate donor information within a relational database.
- Assists Director of Development with establishing a hard copy file and re-filing all existing donor documents according to the new system.

#### **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 efficiently.
- Skills in proof-reading and editing essential.
- Computer skills, proficiency with Microsoft Office including Excel, experience with relational database software (such as Raiser's Edge) is helpful.

**Schedule:** 15-20 hours/week, hours typically fall between 8am and 5pm on weekdays

**Internship Length:** Varies. Dates would fall somewhere between January and May but are open to negotiation.