



## Position Available

**Title:** Development & Prospect Research Intern  
**Reports To:** Development Officer  
**Compensation:** Unpaid; Internship applicable towards course credit  
**Hours:** 10-20 hours per week  
**Time Frame:** Summer 2017

### Position Summary

Madison Children's Museum (MCM) seeks a dynamic, self-starter to assist with our development and prospect research efforts. This is an outstanding opportunity for an individual interested in learning more about nonprofit development and fundraising and prospect research. The internship offers exciting, invaluable hands-on experience and the opportunity to gain new skills.

The internship will be approximately 10-20 hours per week. The Development team is happy to work around busy student schedules, but interns may be required to help with some occasional evening or weekend work days. Library Science, Arts/Nonprofit Management, and Business majors are encouraged to apply.

### Organization Overview

Madison Children's Museum (MCM) is a welcoming, imaginative, joyful learning environment that supports families in nurturing children's creativity and curiosity. We foster the healthy development of children so that they will fulfill their potential and become engaged community members and global citizens. With professional staff embedded in each major exhibit space, the museum targets children from birth to 12, and their caregivers, supporting them in early childhood development, creative exploration, and playful learning.

### Job Qualifications

Open to an undergraduate or graduate student interested in research and fundraising. The ideal candidate has excellent written and communication skills; is well organized; has data management experience, and is a self-starter who can complete projects independently with minimal supervision.

### Job Description

The development intern will work closely with the development team to provide research support that will primarily focus on individual, corporate and foundation prospect research, data entry, and possibly some grant writing.

### Duties and Responsibilities:

- Research prospects—organizations/individuals—for partnership development and grant funding opportunities (using internet, Foundation Directory, Lexis Nexis, and ResearchPoint).

- Prepare prospect profiles for President & CEO and Director of Development upon request.
- Update and work within Altru database to track relevant information and actions concerning current funders and development prospects.
- Draft correspondence, as needed.
- Assist in drafting letters of inquiry, concept papers, and grant proposals
- Perform other development-related duties as assigned.

This position is unpaid. Interns are hired for employment on the academic semester schedule for fall, spring, and summer terms. Applications for summer 2017 are now being accepted.

Please send a resume and cover letter expressing interest in the position and dates of availability. **Please include all application materials in one Microsoft Word document or PDF file.**

Application deadline for summer 2017 development internship is **Monday, April 30, 2017.**

#### **Skill Requirements**

- Completed or working toward a college degree, preferably with an interest in non-profit development and event planning
- Self-starter who takes initiative, highly reliable
- Strong project management skills
- Strong analytical skills; fluent with Microsoft Word, Excel, PowerPoint, Outlook
- Excellent communication skills, proven project management expertise; demonstrated success with multi-tasking & juggling multiple priorities
- Polished and professional when dealing with museum friends and donors, sponsors, and executives
- Comfortable in a fast-paced, ever-changing environment; flexible
- Altru or other database experience a plus
- Ability to follow instructions and also work independently
- Enthusiasm for the mission of Madison Children's Museum and the families we serve

#### **To Apply**

Please send cover letter and resume to: [ggerhardt@madisonchildrensmuseum.org](mailto:ggerhardt@madisonchildrensmuseum.org) or mail to:

Gabriella Gerhardt  
Development Officer  
100 N. Hamilton St.  
Madison, WI 53703