



Position Available

Title: Development Intern

Reports To: Associate Development Director

Compensation: Unpaid; Internship applicable towards course credit

Hours: 10-15 hours per week

Time Frame: Spring 2020

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. The internship offers invaluable hands-on experience and the opportunity to gain new skills.

The development intern will work closely with the development team on the launch of a corporate membership program, including outreach communications. The intern will also support individual, corporate and foundation prospect research and manage data entry.

The internship requires 10-15 hours per week. The development team will work around student schedules. Interns may be asked to help with occasional evening or weekend events.

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 nonprofit development. 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.

Duties and Responsibilities:

- Research prospects—corporations, individuals, and organizations—for partnership development and funding opportunities
- Develop and implement processes for a corporate membership program
- Update and work within Altru database
- Prepare prospect profiles for President & CEO and Director of Development upon request
- Draft correspondence, as needed
- Assist in drafting letters of inquiry, concept papers, and grant proposals
- Perform other development-related duties as assigned

Skill Requirements

- Completed or working toward a college degree, preferably with an interest in nonprofit development
- Self-starter who takes initiative and is highly reliable
- Strong project management skills, including ability to manage multiple projects
- Strong analytical skills; fluent with Microsoft Word, Excel, PowerPoint, Outlook
- Excellent communication skills
- Polished and professional when dealing with museum donors, sponsors, and members
- Altru or other database experience a plus
- Enthusiasm for the mission of Madison Children's Museum and the families we serve

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

Application deadline for the Spring 2020 development internship is **Saturday, November 30th, 2019**

To Apply

Please send a resume and cover letter expressing interest in the position and dates of availability to Anna Strand at astrand@madisonchildrensmuseum.org