

DEVELOPMENT INTERN

(10-20 hours/week)

Job Description

The Development Intern plays a key role within the Development Office and is integral to the fundraising strategy. The Development Intern is responsible for various database tasks and updates, filing, mailings and other special projects.

Reporting Relationships:

This position reports to the Development Manager.

Basic Function and Responsibilities (including but not limited to):

- Manage the upkeep of confidential donor files
- Donor file updating/archiving project
- Document scanning, copying, and filing for physical and electronic database archives
- Database information entry
- Assist in mailing of varied correspondences and invitations
- Database sorting
- Assist with annual fundraiser
- Attend and assist with special events as needed
- Other duties as assigned

Qualifications:

- Pursuing an Bachelor's or Master's Degree from an accredited college or university
- Some office experience preferred
- Warm, professional interpersonal skills with the ability to work effectively with a wide range of staff, volunteers, donors and the general public
- A positive, achievement-oriented attitude and proactive work ethic
- The ability to maintain the highest level of discretion and confidentiality with sensitive donor information
- Excellent computer skills with experience using Raiser's Edge a plus
- Professional oral and written communication skills
- Strong organizational skills and attention to detail
- Ability to handle multiple tasks in a fast-paced environment

- Expectations: Be committed, proactive, consistent, responsive, personal, visible, meticulous, available and open and honest

[APPLY FOR THIS INTERSHIP HERE](#)

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