



Development Intern Job Description

Title: Spring Development Intern

Department: Development

Reports to: Development Director

Position Description: The Children's Museum & Theatre of Maine is seeking an organized, personable individual to serve as a Development Intern. Reporting to the Director of Development, the development intern will assist in donor database management, gaining valuable experience using Altru and Greater Giving software. The development intern will be an integral part in the planning and execution of special events, which raise over \$130,000 for the Museum & Theatre. In addition, the development intern will provide much needed administrative support to the Development Department.

Responsibilities include:

- Research and update Altru records.
- Organize and file acknowledgements, sponsorship and grant materials. Make sure we have paper and electronic copies of all. Archive old records when needed.
- Assist with Special Event Planning included, but not limited to donation solicitation (prospect research, donation asks, pick-ups), gift processing in Altru and Greater Giving, acknowledgements
- Help research and implement small fundraisers such as benefit dinners and benefit shopping nights as well as fundraising campaigns such as our "Show Your Love" Campaign.
- Assist in appeal and invitation mailings.
- Provide general administrative support as needed.

Qualifications:

- Office experience strongly preferred
- Outstanding interpersonal and communications skills
- Attention to detail
- Experience with data entry
- Computer skills, particularly MS Office applications (Word, Excel, Outlook, etc.)
- Team player
- Tact and discretion

Benefits:

- Gain non-profit fundraising experience
- Become proficient with Altru (donor database, membership, sales) and Greater Giving (event) software.
- Gain extensive knowledge and experience in planning major fundraising events.
- Develop customer service skills.
- Become a part of the Children's Museum & Theatre of Maine community.

Commitment:

- Part-time hours: 2 days a week for 4 hours each day, between the hours of 9:15-5:15pm

Please note: this is an unpaid position

The Museum & Theatre is an Equal Opportunity Employer