

## **Intern Project Description** Institutional Advancement Intern 2

**Supervisor:** Director of Institutional Advancement, and Annual Fund and Grants Manager

### **Objective:**

The Institutional Advancement Intern will have a unique opportunity to learn about non-profit fundraising. The position offers practical, resume building experience in a range of activities that build the financial support base for a major museum. Interns work closely with staff members to acquire first-hand experience as part of a fundraising team.

The intern will have the opportunity to learn skills that are fundamental to non-profit professionals, such as planning and staffing special events, managing the development and mailing of print and online communication items, researching potential projects and supporting marketing campaigns.

### **Responsibilities:**

Specific duties will include office-related tasks such as compiling and sending membership packets and mailings, writing acknowledgment letters to donors, developing text for member and donor communication, researching donors and member programs, as well as providing support for the Museum's two major auxiliary groups, the Guild and the Costume Council of the Chicago History Museum. The intern will also provide staff support at programs and special events, such as membership drives, exhibition openings and "Member Days" – our annual summer membership appreciation festival.

### **Qualifications:**

Applicants should have an interest in non-profit work and be a positive, hard working, team player. Students in an undergraduate program of communications, marketing, english, political science, or history preferred. Strong interpersonal communication, writing, editing, research, and organizational skills are required. Computer proficiency in Microsoft Word, Excel, and Internet research are also necessary. Effective management of multiple tasks in order to meet deadlines, while being attentive to detail, will be crucial.

### **Final Product Expected at the End of the Internship:**

As a part of CHM's six person fundraising department, the Institutional Advancement Intern will acquire an array of skills that will be readily transferable to a variety of non-profit settings. Each year, we raise money for general operating support, in addition to funds for capital and endowment purposes. The Institutional Advancement Intern actively participates in fundraising activities and is integral to the effectiveness of the department, and the livelihood of the organization.

At the conclusion of their internship, interns will have had the opportunity to observe planning meetings, to staff donor events, and to contribute to a variety of vital projects for the organization. The intern will have ample opportunities for observing and connecting

with high levels of Museum administration, in addition to working with the core IA team and membership base.

**Dates of Project:** Summer term, 2011

**Time commitment:** 25 hours per week; the days these hours occur is flexible, but hours must occur when supervisors are present. Some special event staffing is requested.

**Application Deadline:** We are currently accepting applications for this internship project.

**How to Apply:**

A completed application consists of the following:

- a completed application form (available online)
- a one-page personal statement describing your reasons for seeking an internship at CHM and what you hope to gain from the experience
- a resume outlining your educational, professional, and volunteer experiences
- contact information for two references

Every effort is made to match the skills and interests of prospective interns with the needs and priorities of the department and the institution overall. The application materials will outline the specific qualifications requirements for individual projects. Applications are encouraged from African American, Asian American, Latino, and Native American applicants.