



Development Intern

The DoSeum's vision is to be a premier learning resource that helps develop innovative thinkers capable of meeting the challenges of the 21st century. Our mission is to grow minds, connect families and transform communities through joyful learning and discovery.

Position Overview:

The DoSeum is seeking an intern to provide support to the Development Department through prospect research, funding inventory, donation record keeping, and storytelling. Candidates should possess strong research skills, creative writing, and attention detail.

Responsibilities include, but are not limited to:

- Conduct prospect research on individual donors and members
- Organize and compile research findings
- Verify/update contact information for donors
- Assist with benchmarking for museum fundraising initiatives
- Interview and compile DoSeum member testimonials
- Conduct internal audit of funding opportunities
- Donation and member record keeping

Requirements:

Internship candidates will demonstrate excellent verbal and written communication skills, proficient MS Word and Excel skills, and will be highly organized and detail oriented. The intern should be available to work a schedule sometime during the museum's regular hours, Monday-Friday (9-5).

How to Apply

Visit www.thedoseum.org/internships and download Internship Application. Applicants must submit two letters of reference, at least one from a professional within your primary field of study; application is not complete until all items are received. In-person interviews and background checks are mandatory before the internship can begin. Once completed, email application, resume and cover letter, to internships@thedoseum.org. Please be sure to write "Development Intern" in the subject line of your email.

The above statements are intended to describe the general nature of work performed by the Development Intern. They are not to be construed as an exhaustive list of all responsibilities, duties and skills required of this position. The DoSeum is an equal opportunity employer.