



Development/Non-Profit Management Internship

About the Museum

The Children's Museum is an educational, cultural, and social learning center for children and families from the Metro South region of Massachusetts. Located in an old fire station, our mission is to inspire a life long love of learning in children by stimulating curiosity and motivating learning through play and hands-on experience. The Museum is 25 years old and a community and regional treasure. It has three floors of interactive exhibits and offers over 100 programs and events that allow kids to explore the world around them. Over 50,000 people visit annually, including over 100 school groups.

Job Description: Volunteer position We are looking for a college student, or graduate with related course work and/or interest in non-profit management, development, corporate relations or fundraising for an internship opportunity that offers a flexible duration (a minimum of 4 hours or more per week of available on-site time is highly preferred) and the opportunity to make a difference. As a small, regional non-profit, we seek funding from local businesses, national corporations, individuals and charitable foundations. The intern will work closely with the Museum's Director of Development on a variety of activities. Additionally, a progressive management style exists that allows interns to take on a great deal of responsibility and provides a supportive, stimulating and fun work place.

Duties:

- Researching potential individual, corporate and foundation support for events, exhibits, programs and operations.
- Working with critical donor management systems and databases.
- Preparing proposals for development programs, appeals and donation activities.
- Acknowledging gifts, writing thank you letters and generating reports.
- Coordinating and working on special events and/or projects and special projects.
- Working in a standard office setting.

Job Requirements:

- Excellent computer skills; able to learn new database systems. Expertise with MS-Excel highly preferred.
- Outstanding attention to detail.
- Strong organizational abilities.
- Strong writing and verbal communication skills.
- Ability to juggle multiple tasks.
- Excellent telephone presence.

Contact information

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