

Development Intern
Children's Museum of Pittsburgh

Summary

The Children's Museum is a premier cultural and educational resource for children and families throughout the city and region, as well as one of the top ten children's museums in the nation. The Museum serves over 306,000 children and families at its North Side location annually, providing one-of-a-kind exhibits and programs. This past fiscal year represented a sixth consecutive year of robust, growing attendance. A design-centered organization, the Museum works with hundreds of local and national artists, designers, makers and community partners year-round to bring innovative, hands-on programming to children, youth and families in Pittsburgh and throughout the region, regardless of income, background or ability.

The Children's Museum of Pittsburgh's mission is to provide innovative museum experiences that inspire joy, creativity and curiosity. We provide the highest quality of exhibits and programs for learning and play. We are a partner and a resource for people who work with or on behalf of children.

We are seeking an innovative, forward-thinking intern with a desire to play an integral supportive role in our strategic, arts-focused philanthropy program. Join the Children's Museum Development Department to be a part of the Museum's nationally-recognized success.

Skills Needed

Excellent communication skills, conscientious and resourceful attention to detail general understanding of online social media tools, strong background in writing and proficiency in Microsoft applications. Raiser's Edge experience helpful, but not required.

Internship Requirements

- Must have at least 6-10 hours per week to devote to the Museum, but can work up to 20 hours per week. Mostly weekday hours, but weekend and evening work negotiable.
- Currently enrolled in an undergraduate or graduate school in a related field.
- Qualifies for Federal Work Study—to be coordinated by intern
- Has or is able to obtain state and federal clearances

Duties

- Manage web-based and phone research on corporate, individual, and foundation prospects to further elaborate on relationships, funding priorities, requests for proposals and solicitation campaigns. Utilize Wealth Engine screening and corresponding database to further research and integration of data into Raiser's Edge database.
- Coordinate and assist Database Coordinator with the organizing, clean up and digitization of hard file donor records.
- Perform a series of mass/global changes to the donor management database that will allow the Department to streamline the identification, reporting, and acknowledgment processes.
- Assist with database entry to track donors, gifts, appeals, and actions.
- Provide general support to Development Department.



-Assist in any events during the course of the internship. May include morning donor events, evening cocktail events and more.

Internship Skills & Knowledge Attained

- Develop an understanding of the mechanics and art of Development
- Learn best practices in fund raising for the arts
- Become familiar with Raisers Edge software
- Enhance research skills
- Improve additional office related job skills

To learn more

Call 412.322.5058 x 330 or go to www.pittsburghkids.org

To apply

Send resume and cover letter to our Human Resources Department at HR@pittsburghkids.org.