

Development and Membership Internship

Internship Overview:

The Development and Membership Intern will work closely with NMWA staff to support the museum's fundraising initiatives, including events. The intern will become familiar with fundraising and customer service strategies, as well as with direct mail and on-site membership programs within a museum setting. The Development and Membership Intern will be involved in projects including on-site initiatives, membership campaigns, the planning and organizing of member events, and database management.

Commitment:

480 hours total. 24–40 hours per week. Please specify your availability when applying.

Responsibilities:

- Respond to member correspondence via mail, email, and telephone
- Learn the basics of The Raiser's Edge and assist with basic data entry, address updates, and query and report generation.
- Assist with prospect research of individuals, corporations and foundations.
- Assist in planning and implementing member and fundraising events, including Member Preview Day, before special exhibition openings
- Assist in implementation of major fundraising events, including the Spring Gala and Silent Auction.
- Research artist profiles for possible use in direct mail campaigns
- Update statistics on the representation of women artists, including surveying works shown in local museums
- Assist with any planned giving or fundraising mailings and donor recognition materials
- Perform general administrative duties as needed

Preferred Skills & Competencies:

- Strong writing and communication skills
- Customer service experience
- Familiarity with Microsoft Office
- Experience with Raiser's Edge is a plus
- Ability to work independently and as part of a team
- Completed sophomore year of college at the time of internship start date