

Development Intern – Unpaid

Terry Lee Wells Nevada Discovery Museum (The Discovery)



Position Summary

The Discovery is seeking a motivated Development Intern to support the development team with research, writing, and fundraising projects focused on grants and sponsorships. The Development Intern will assist the organization in the development and implementation of our donor stewardship plan and a variety of fundraising strategies that will require their participation in activities across multiple departments.

Reports To:

Grant Writer

Specific Duties

- Assist with drafting and/or copy editing grant applications and tracking progress on funded projects; collect data to support the development of progress or final reports on restricted projects
- Support special events coordination and logistics, including requesting silent auction items for our annual fundraiser, developing sponsorship opportunities, and communicating with venues and vendors
- Act as a “runner” for distributing posters and/or flyers for upcoming events, in conjunction with requests for support from local vendors/businesses, e.g. sponsorships or silent auction items
- Assist with development of a donor stewardship plan and communications strategies; draft stakeholder e-newsletters, acknowledgement letters and blog entries in coordination with Marketing Department
- Participate in internal and external stakeholder meetings to support completion of project tasks
- Conduct prospect research on individual, foundation, and corporate donors or potential sponsors
- Maintain donor and grant databases; scan and archive files and historical records, as needed

Preferred Qualifications

- Be responsible, flexible, hard-working, ethical, and committed to the mission of The Discovery
- Possess a high level of organizational, oral and written communication skills, including in social media
- Adept at a variety of computer applications, including Microsoft Office programs and database programs
- Ability to operate standard office equipment (fax, photocopier, etc.)
- Demonstrated ability to manage multiple tasks and priorities with great attention to detail
- Ability to work enthusiastically, respectfully and professionally with a wide variety of audiences
- Demonstrated ability to work independently and as part of a team
- College degree or pursuit of a degree in business, journalism, political science, or marketing
- Possess an interest in a nonprofit career, such as development, fundraising and public administration

Intern Hours

- 12-20 hours per week
- Weekly meetings with Grant Writer

How to Apply

Please e-mail resume, cover letter and three references to sdarcy@nvdm.org.

The Terry Lee Wells Nevada Discovery Museum is an Equal Opportunity Employer. Qualified persons are considered for employment without regard to race, color, religion, sex, sexual orientation, national origin, age, genetic information, political affiliation or disability. The Terry Lee Wells Nevada Discovery Museum is a drug-free workplace.