Development Internship

_The Terry Lee Wells Discovery Museum_

409 South Center Street
Reno, NV 89501

**About The Discovery Museum**

The Terry Lee Wells Nevada Discovery Museum is a hands-on museum dedicated to inspiring lifelong learning in science, technology, engineering, art, math, and the world around us. As northern Nevada continues to grow, the region's cultural and educational offerings must also expand in order to keep young minds thriving. The Terry Lee Wells Nevada Discovery Museum (The Discovery) is designed not just to meet this need, but to raise the bar for fun, family-based learning throughout our community. The museum also aims to provoke new aspirations and collaborations among children, parents and educators. The Discovery is a place of open eyes, open minds and open horizons. A place where tomorrow’s dreams win their wings.

**About the Internship**

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.

**Qualifications**

- 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 social media)
- Adept at a variety of computer applications, including the Microsoft Office Suite and database programs
- 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
- Demonstrate ability to work independently and as part of a team
- Possess an interest in a nonprofit career, such as development, fundraising, and public administration

**Internship Duties**

- Assist with drafting and/or copy editing grant applications, 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, 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
- 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

*$12/hour for 120 hours*

**Apply by November 6, 2015 at www.unr.edu/career**