Development Intern

The Terry Lee Wells Discovery Museum
409 South Center Street
Reno, NV 89501

About The Discovery Museum

The vision of The Discovery is to be the community’s center that inspires curiosity, creativity and the joy of lifelong learning. We are a hands-on museum dedicated to inspiring lifelong learning in science, technology, engineering, art, math, and the world around us. We create interest and engagement in science for all. Through unique, hands-on programs and exhibits, The Discovery creates learning experiences that range from simple curiosity to deep understanding, empowering a community of critical thinkers.

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 the ability to work independently and as part of a team
- Pursuing a degree in business, journalism, political science, or marketing
- 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, acknowledgment 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
Spring Semester 2017

Apply by November 1st, 2016
at www.unr.edu/career