OREGON MUSEUM OF SCIENCE AND INDUSTRY

INTERNSHIP OPPORTUNITY

Position Title: Development Intern
Department: Development
Reports To: Prospect Development Coordinator and Stewardship Coordinator

INTERNSHIP SUMMARY:
The Development Intern will assist in the day-to-day activities of the Development team, including donor cultivation activities and preparation for OMSI’s annual fundraising Gala.

ESSENTIAL DUTIES AND RESPONSIBILITIES:
- Update and maintain Raiser’s Edge database of donors and prospects with contacts, addresses, telephone numbers, and e-mail addresses.
- Call donors to follow up on event invitations or to make appointments as needed.
- Assist with correspondence to donors, guests, and production members, including speakers, vendors, etc., for events, as needed.
- Assist with mailings for annual fund, President’s Circle, and Corporate Partner membership.
- Attend and provide assistance at events and meetings as needed, possibly in the evenings.
- Execute the research of specified projects relating to the Gala theme.
- Assist with correspondence to donors and guests of the annual fundraising gala.
- Attend and provide assistance at Gala events and committee meetings as needed.
- Assume other tasks and responsibilities as assigned by the Development team.

QUALIFICATIONS:
- Attention to detail and ability to follow through on assigned tasks.
- Able to work independently and take initiative.
- Dependable and punctual.
- Must maintain a professional appearance.
- Willing to follow OMSI rules and procedures.

REQUIRED SKILLS:
- Intermediate to advanced proficiency with Word, Excel and Outlook.
- Advanced letter writing and business communication skills.
- Data entry and typing; 10-key a plus.

MINIMUM COMMITMENT:
- Three months, 15 – 20 hours per week. This position requires availability Monday through Friday, anytime between 9:00 a.m. and 5:00 p.m.

For more information, contact Volunteer Services at 503-797-4693 or VolunteerServices@omsi.edu.
Visit our website at www.omsi.edu.