

# OREGON MUSEUM OF SCIENCE AND INDUSTRY

## INTERNSHIP OPPORTUNITY

Position Title: Development Intern

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### **POSITION SUMMARY:**

The Development Intern provides support to OMSI's Development Department and associated events.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Assist with event collateral pieces (RSVP Cards, Thank You Cards, On-site Donor Recognition, Raffle Cards, etc.)
- Update and maintain Raiser's Edge database of donors and prospects, namely contacts, addresses, telephone numbers and e-mail addresses.
- Execute the research of specified projects.
- Contact and solicit prospective production members, including speakers, local businesses, etc.
- Assist with prospect mailings for event attendees.
- Assist with correspondence to donors and guests of various events.
- Attend and provide assistance at events and committee meetings as needed.
- Assume other tasks and responsibilities as assigned by the Development team.

### **QUALIFICATIONS:**

- Able to work independently and take initiative.
- Dependable and punctual, and able to make a strong commitment to OMSI.
- Must maintain a professional appearance.
- Willing to follow OMSI rules and procedures.

### **REQUIRED SKILLS:**

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

### **COMMITMENT:**

90 day commitment

10-20 hours per week

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**For more information, contact Volunteer Services** at 503-797-4615 or  
VolunteerServices@omsi.edu.

Visit our website at <http://www.omsi.edu/internships>