

# OREGON MUSEUM OF SCIENCE AND INDUSTRY

## INTERNSHIP OPPORTUNITY

Position Title: Gala/Development Intern  
Reports To: Stewardship Manager

Department: Development  
Unit: Special Events

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### **POSITION SUMMARY:**

The Gala/Development Intern provides support to OMSI's Development Department, with a concentration on the annual fundraising Gala. This is a great opportunity to learn how a medium-sized development operation works, and help orchestrate one of Portland's premier black-tie events.

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

- Assist with Gala 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 relating to this year's Gala.
- Contact and solicit prospective Gala production members, including speakers, local businesses, etc.
- Assist with prospect mailings for Gala attendees.
- Assist with correspondence to donors and guests of the 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:**

- 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:**

3 months, ideally through May 31  
15-20 hours per week  
Available May 13, 2017 to volunteer at the Gala

### **HOW TO APPLY:**

Please send a concise cover letter and resume to [VolunteerServices@omsi.edu](mailto:VolunteerServices@omsi.edu)

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**For more information, contact Volunteer Services** at 503-797-4693 or  
[VolunteerServices@omsi.edu](mailto:VolunteerServices@omsi.edu).  
Visit our website at [www.omsi.edu](http://www.omsi.edu).