OREGON MUSEUM OF SCIENCE AND INDUSTRY

INTERNSHIP OPPORTUNITY

Position Title: Development Prospect Research Intern      Department: Development
Reports To: Prospect Development Coordinator and Grant Writer

INTERNSHIP SUMMARY: The Development Prospect Research Intern assists in identification, research, and qualification of individual, corporate, and foundation donors and prospects.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assist with identification of possible OMSI donors by researching donors to other organizations and reading local publications from around the state, as well as seeking new resources for finding donors compatible with OMSI’s mission.
- Research individual, foundation, and corporate donors and prospects, using available resources, including Iwave, Foundation Center, State Corporation Lookup, LinkedIn, Pinpoint, and Guidestar, to gather real estate assessments, stockholding assessments, business ownership, and revenue, as well as assembling estimates on salary, property ownership, possible inheritance, and philanthropy.
- Update and maintain Raiser’s Edge database of donors and prospects with contacts, addresses, telephone numbers, and e-mail addresses, and help fill project and general fundraising pipelines.
- Collect research for proposal content, particularly around national, state, and county-specific needs around STEM education.
- Assume other tasks and responsibilities as assigned by the Development team.

QUALIFICATIONS:

- Able to conduct research with attention to detail and willingness to follow through on assigned tasks.
- Able to learn the funding priorities at OMSI and see connections between prospects and OMSI.
- 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.

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.