

Development Intern

INCUMBENT: Vacant
REPORTS TO: Director of Sales & Guest Services
LOCATION: Bowling Green, KY
STATUS: Part-Time, Hourly, Temporary
DATE: TBD



DESCRIPTION

The Development Intern assists the Development Coordinator in developing, establishing, and carrying out effective fundraising programs to support the on-going programs, projects, and activities of the National Corvette Museum (NCM).

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assist with the coordination of fundraising and other VIP events.
- Assist with preparation of materials for charitable events, such as fundraising envelopes, bid sheets, gift bags, etc.
- Maintain contact with past, present and potential donors through various correspondence.
- Perform data entry and tracking of various items related to the development department.
- Assist with event and campaign related data to ensure accurate record-keeping.
- Maintain strictest confidentiality of all organizational matters.
- Responsibilities are not all inclusive, additional duties may be assigned.

EDUCATION/EXPERIENCE

- High School Diploma or equivalent required.
- Must be pursuing a college degree in business management, non-profit management, philanthropic studies, or related field.
- Previous customer service experience preferred.

QUALIFICATIONS

- Strong attention to detail, establishing priorities, and meeting deadlines.
- Strong interpersonal and communication skills (written and verbal) to effectively communicate with customers, donors and potential donors.
- Be a well-organized and self-directed individual who is a team player.
- Possess strong computer skills, including knowledge of Microsoft® Excel, Outlook, PowerPoint and Word.
- Ability to multi-task and function in a team environment.
- Must be able to work independently at times and perform in a fast-paced environment.
- Openness to continuing learning and upgrading of skills.

ESSENTIAL PHYSICAL REQUIREMENTS

- Ability to work at a desk for one or more hours at a time.
- Must have sufficient mobility to move around the Museum.
- Ability to lift and carry up to 10lbs.