Intuit: The Center for Intuitive and Outsider Art
POSITION DESCRIPTION
Development Intern

BASIC FUNCTION

The Development Internship is designed for candidates interested in gaining experience in a variety of fundraising strategies, including grant writing, major gifts, membership and fundraising events, while significantly contributing to a mid-sized arts organization.

Internship Period: 3 months with the option to extend to 6 months; dates are flexible

Pay: $18/hour; 20 hours/week

This position reports to the Development Director.

SPECIFIC DUTIES AND RESPONSIBILITIES

Grant Writing
- Research grant opportunities for the museum
- Organize discussions with relevant staff members for proposal ideas
- Prepare initial drafts of letters of inquiries, proposals and follow-up reports
- Prepare supporting attachments as needed

Donation Tracking and Donor Stewardship:
- Track donations using Donor Perfect fundraising software
- Prepare and mail donation receipts
- Prepare and track thank you notes

Major Gifts
- Support development and preparation of annual fund email and mailed campaign
- Provide support for the capital campaign as needed
- Attend networking and cultivation events and provide support as needed

Fundraising Events
- Participate in planning for a fall fundraiser event and other donor events

Other Responsibilities
- Assist President and CEO and Development Director, as needed
- Some weekend and evening hours required
QUALIFICATIONS

- Recent college graduates or students going into their final year are encouraged to apply
- Graduates of or students studying arts management are encouraged to apply
- Excellent planning, organizational and administrative skills; strong interpersonal and written/oral communication skills
- Experience with office computer software
- Interest in art or museums

EQUIPMENT AND TOOLS

- Database management software
- Working knowledge of general computer programs, especially as they relate to fundraising and membership
- Experience using Chat GPT or Microsoft CoPilot
- Willingness to learn and implement new skills

To apply for this position, please forward a cover letter, resume and writing samples to:

Claire Fassnacht
claire@art.org
No phone calls, please.