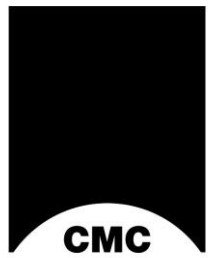


Intern Position Description



Department: Philanthropy

Intern Title: Philanthropy Intern

Purpose: Work closely with the Annual Programs Manager to help maintain organization and integrity of donor records on Raiser's Edge and provide administrative support to Philanthropy team. Must be willing to sign confidentiality agreement.

Background: Interest in nonprofit development work and customer service/communications.

Location: Cincinnati

Key Responsibilities:

- Work closely with the Annual Programs Manager to manage and update Museum database to ensure data integrity
- Provide administrative support to Philanthropy team with direct mail pieces, acknowledgement letters, and other tasks as needed

Requirements:

- Working towards a degree in nonprofit management, communications, marketing or general business preferred
- Self-motivated and disciplined
- Computer experience with office applications
- Able to work independently in a fast-paced museum environment
- Creative and innovative mindset
- Previous fundraising experience a plus
- Able to occasionally lift items up to 25 pounds
- Able to sit or stand for moderate periods of time

Reports To: Sabrina Kanjee, Annual Programs Manager

Length of Appointment: (standard is 10 weeks) 10 weeks to 6 months

Time Commitment: 10-15 hours per week

Benefits:

- Free admission to all permanent CMC exhibits and access to the National Underground Railroad Freedom Center
- Free parking at Cincinnati Museum Center locations
- Discounts at food locations
- Invitations to select exhibit previews, special events and lectures
- Professional development, training opportunities and work experience

Dress Code: Business casual

Age Requirement, if any: Must be over 18

Intern Position Description

Eligible candidates considering an internship are defined as individuals who meet one or more of the following criteria:

- currently enrolled as an undergraduate student
- have graduated within the past year
- currently enrolled in graduate school