



**Position Title:** Development Intern

**Department:** Development

**Required Commitment Period:** May 5<sup>th</sup> – July 29<sup>th</sup>

**Days/Hours:** 15-20

**Stipend:** \$1250

### **General Overview**

This position is intended to assist the Development Department with a variety of tasks depending on projects and on-going departmental needs. This position will expose the intern to all aspects of museum development including research, filing, database referencing, attendance tracking, etc.

### **Key Responsibilities**

- Development Event Assistance
- Member Communication (Mailings, member inquiries, etc.)
- Member Benefit Fulfillment (RSVP tracking, attendance tracking)
- Donor Records (Filing, Database referencing)
- Grant writing and research

### **Desired Skills and Competencies**

- Candidates should be flexible and comfortable working in a fast-paced environment.
- Candidates should be able to work and complete tasks under a deadline.
- Occasional evening or weekend work may be required.
- Creativity, patience, flexibility, and eagerness to learn are necessities.
- Good customer service skills are important.
- Strong research abilities, written and oral communication skills
- Proficient in Microsoft Word, Excel, PowerPoint, Outlook
- Strong organizational skills: the ability to multi-task, to communicate affectively and to work independently, and to maintain focus and problem solve are desired.
- Sensitivity to cultural and artistic diversity.

**TO APPLY:** Interested applicants may submit their resume and cover letter to Volunteer Services at [volunteerservices@atlantahistorycenter.com](mailto:volunteerservices@atlantahistorycenter.com) . No phone calls please.