

Position Description – Development Intern

Dakota County Historical Society

April 2011

Description

The Development Intern (Intern) works closely with the Executive Director (ED) to research and write grant proposals, develop membership materials, and identify/cultivate prospective donors. The Intern will receive training from, and report to, the ED. The ED will directly supervise the intern in each of the areas of responsibility outlined below.

This is a part-time, unpaid position lasting at least 10 weeks and at most 6 months. DCHS provides all interns a membership in a professional organization, typically the American Association of Museums, American Association for State and Local History, or Association of Fundraising Professionals. Interns will typically work two 8-hour days per week. Some flexibility is required as the Intern will be expected to attend some evening/weekend events.

Responsibilities

1. Grants & Corporate Sponsorships
 - a. Will maintain the DCHS grant calendar.
 - b. Will research potential corporate and foundation funders.
 - c. Will assist ED in matching giving opportunities with prospective donors.
 - d. Will assist ED in preparing proposals.
 - e. Will assist ED in developing sponsorship recognition packages and materials.
 - f. May prepare project reports for grantors.
2. Membership
 - a. Will prepare membership renewal letters.
 - b. Will assist with direct mail membership acquisition campaign.
 - c. Will assist with on-site membership sales at DCHS events.
3. Donor Relations
 - a. May participate in meetings with existing and prospective individual donors.
 - b. May prepare correspondence with existing and prospective individual donors.
 - c. May conduct background research pertaining to prospective individual donors.
4. Social Networking
 - a. Will assist ED in managing DCHS Facebook page.
5. Other tasks as assigned by ED.

Classification

Unpaid, Part-Time (16 hours per week)

Skills and Experience

Education – Be enrolled in an undergraduate or graduate degree program; history, museum studies, or related field preferred.

Skills – Close attention to detail, strong writing and communication skills, competency with Microsoft Office software, organized, demonstrated capacity for problem-solving, capable of working independently, and good interpersonal skills.

Compensation

DCHS will pay for a membership in AAM, AASLH or AFP

Health Benefits/Flex Time None

Unpaid Time Off Yes

Work Week

16-20 hours per week

Will need to work occasional evening/weekends

10 week minimum duration

Position reports to the Executive Director, DCHS

To apply, please send cover letter outlining education, interests, skills, previous work experience, and 2-3 goals you wish to achieve by completing this internship. Please also include the names and contact information for 2 academic references. While a resume is not required, if you have one please include it.

Application Deadline: May 18, 2011

Interview Date: May 19, 2011

Start Date: Wednesday, June 1, 2011

Email your application to: chad.roberts@co.dakota.mn.us

Or mail your application to: Chad Roberts
Executive Director
Dakota County Historical Society
130 Third Avenue North
South St. Paul, MN 55075