

THE JEWISH MUSEUM
JOB DESCRIPTION FORM

DEPARTMENT: Development, Individual Gifts **JOB DESC. DATE:** Aug. 2009

TITLE: Development Intern **FLSA STATUS:** Unpaid

SUPERVISOR: Director of Individual Gifts **SCHEDULE:** Part-time

SUMMARY:

The Individual Giving department of the Jewish Museum is seeking a bright, motivated intern for the fall of 2009 to help us implement a new system of prospect and donor management. This is an excellent opportunity for an individual with an interest in fundraising to gain hands-on experience in the Development department of a significant New York museum.

ESSENTIAL JOB FUNCTIONS:

- Convert hard copy donor files to electronic files
- Enter existing prospect information into Raiser's Edge (fundraising database)
- New prospect research

JOB QUALIFICATIONS:

- Undergraduate Student (Junior or Senior)
- Excellent organizational skills and ability to pay careful attention to detail
- Internet research experience
- Familiarity with scanning, file conversion and Raiser's Edge is a plus
- Interest in fundraising and/or arts administration

Send Resume with Cover Letter To:
Director Human Resources
The Jewish Museum
1109 Fifth Avenue
New York, NY 10128
Email: Interns@TheJM.org
Fax: 212-423-3232

The Jewish Museum is an Equal Opportunity Employer.