

THE JEWISH MUSEUM

DEPARTMENT: Individual Giving

TITLE: Individual Giving Intern

FLSA STATUS: Unpaid

SUPERVISOR: Major Gifts Officer

SCHEDULE: 1-2 days a week, 9:00 a.m. to 5:00 p.m., or as arranged

DURATION: October 2010 - December 2010

SUMMARY:

The Individual Giving department seeks a bright, organized, hard working intern who is interested in learning about the inner workings of an art museum's development operation. This is an excellent opportunity to gain first hand experience with fundraising, donor cultivation, and event production. The intern will be given hands-on experience with fundraising software and become familiar with the major players in the art and Jewish non-profit world.

DUTIES AND RESPONSIBILITIES

- Assist the Individual Giving team with the day to day administration of the department.
- Ongoing project to digitally archive 20 years of donor history; includes scanning, filing, and digital organizing
- Research prospects via internet to prepare detailed profiles
- Assist with event mailings and donor correspondence
- Work in Raiser's Edge (fundraising database) to maintain accurate records and enter new information

JOB QUALIFICATIONS

- Undergraduate student with an interest in art history, history, Jewish studies, or non profit management
- Strong attention to detail

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

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