Development Internship

Department Overview: As a private non-profit organization, The Children’s Museum of the Upstate earns approximately 50% of its revenue through admissions, the additional 50% is earned through individual donors, corporate giving and grants. The Development Department is responsible for securing additional funds to support the museum’s programming. The department is also responsible for developing donor strategy, managing and maintaining the donor database, donor prospect research, and coordinating donor stewardship and cultivation activities. The Development Intern will perform key functions needed to operate the Development Department.

Responsibilities can include:

- Work on the museum’s annual fundraising event (scheduled for October, 2019)
  - Completing requests for proposals and securing vendor quotes
  - Creating and managing social media content to promote event
  - Writing and proofreading event collateral
  - Securing in-kind sponsorships and auction items
  - Processing tickets and fulfilling sponsor benefits
  - Creating stewardship plan for post-event
  - Work with Development Associate on procuring items for event auction/tombola wall
- Work with marketing/social media intern to create content for Development Department’s social media, email blasts, and press releases
- Research grant/funding opportunities that align with museum programs
- Update donor database as needed
- Making thank-you phone calls and cold calls
- Assist with other departments and special events as needed
- Additional projects as assigned by the VP, Development

Requirements & Expectations:

- Part-time position (under 30 hours) limited to college or master level students majoring in business, communications, sales, marketing, non-profit administration or art preferred
- Interns must have completed at least 2 years of a college degree program.
- Possess outstanding written and verbal communication skills and excellent customer service skills
- Have the ability to pay close attention to detail
- Have the ability to successfully manage multiple projects at a time
- Have the ability to work collaboratively in a diverse work environment
- Must be able to impart diplomacy in all situations
- Willing to sign confidentiality agreement to protect sensitive data

Staff Mentor Bio: Jami Wood Emory, Vice President, Development, joined TCMU in 2016 after previously working at Spartanburg Regional Foundation for 12 years. Along with the Development Associate, she works on all aspects of the museum’s donor strategy, including grants, individuals, corporate organizations, and foundations. A graduate of Appalachian State University, Jami received her master’s degree in business with a specialization in Nonprofit Administration from the University of Notre Dame.

Application Deadline: March 1
Submit your resume & cover letter to cpineros@tcmupstate.org.
Start Date: May 14   End Date: August 2 (dates are flexible)

*All interns are subject to a reference check, background check and drug test

TCMU Mission Statement: To spark a lifelong passion for curiosity and learning through play.