



Position Title: Development & Marketing Intern

Supervisor: Director of Development

Department: Development

Internship Offered: Fall 2020

Status: Unpaid Internship; Remote Work Possible

Position Overview: The intern will gain an understanding of the business operations of a regional non-profit museum with a focus on development, fundraising, marketing, and public relations.

Responsibilities:

- Conduct marketing research inside and outside of the Museum
- Create survey(s) relevant to the marketing research project
- Review and recommend the best method for social media analytics
- Process incoming and outgoing gifts, from receipt to acknowledgment, including tracking credit card, check and wire donations
- Update donor/prospect profiles, and offer general administrative support
- Research funding opportunities
- Assist with writing and developing the Everhart's promotional and marketing materials for fundraising events
- Draft press releases, pitch coverage opportunities, and coordinate coverage with the media

Qualifications:

- Enrolled in an undergraduate or graduate program (Recent graduates may apply)
- Marketing, Communication Studies, Advertising, or Public Relations major with a keen interest in the arts or non-profits
- Enthusiastic, motivated, innovative, and forward-thinking individual to assist our development department in all aspects related to development, fundraising and marketing.
- Excellent writing and proofreading skills
- Weekend availability for any fundraising event(s)

Preferred Qualifications:

- Interest in learning about non-profit management and leadership with a focused interest in resource development and fundraising
- Experience in an office environment and prospect research
- Shares an authentic passion for bringing awareness to the Everhart Museum and the benefits of incorporating the arts and art history into the community

