

***Intuit: The Center for Intuitive and Outsider Art***  
**POSITION DESCRIPTION**  
**Development Intern**

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**BASIC FUNCTION**

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The Development Internship is designed for candidates interested in gaining experience in a variety of fundraising strategies, including grant writing, major gifts, membership and fundraising events, while significantly contributing to a mid-sized arts organization.

Internship Period: 3 months with the option to extend to 6 months; dates are flexible

Pay: \$18/hour; 20 hours/week

This position reports to the Development Director.

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**SPECIFIC DUTIES AND RESPONSIBILITIES**

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*Grant Writing*

- Research grant opportunities for the museum
- Organize discussions with relevant staff members for proposal ideas
- Prepare initial drafts of letters of inquiries, proposals and follow-up reports
- Prepare supporting attachments as needed

*Donation Tracking and Donor Stewardship:*

- Track donations using Donor Perfect fundraising software
- Prepare and mail donation receipts
- Prepare and track thank you notes

*Major Gifts*

- Support development and preparation of annual fund email and mailed campaign
- Provide support for the capital campaign as needed
- Attend networking and cultivation events and provide support as needed

*Fundraising Events*

- Participate in planning for a fall fundraiser event and other donor events

**Other Responsibilities**

- Assist President and CEO and Development Director, as needed
- Some weekend and evening hours required

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## **QUALIFICATIONS**

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- Recent college graduates or students going into their final year are encouraged to apply
  - Graduates of or students studying arts management are encouraged to apply
  - Excellent planning, organizational and administrative skills; strong interpersonal and written/oral communication skills
  - Experience with office computer software
  - Interest in art or museums
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## **EQUIPMENT AND TOOLS**

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- Database management software
- Working knowledge of general computer programs, especially as they relate to fundraising and membership
- Experience using Chat GPT or Microsoft CoPilot
- Willingness to learn and implement new skills

To apply for this position, please forward a cover letter, resume and writing samples to:

Claire Fassnacht

[claire@art.org](mailto:claire@art.org)

No phone calls, please.