**Business/Development: Reports to Executive Director**

Applications are due **Sunday, August 28 at 11:59 PM**. Fall 2022 interns will begin the week of September 6.

Applicants should email their resume as an attachment (PDF or Word doc) to careers@spmoh.org and include their desired track name (or names) in the subject line (Ex. Marketing Intern – John Doe Application if applying to one or Archives & Collections Intern / Curatorial/Exhibits Intern Jane Doe Applications if applying to multiple tracks. Please note you can only complete 1 track).

All interns will receive hands-on experience, learning opportunities, portfolio materials, opportunities to meet with Board members (many of whom are prominent members of the community), free admission for 2 to a walking tour during the internship program time period (with reservations) and a free student membership at the successful conclusion of the internship program.

**Overview**

The Museum of History's business management/development intern will be exposed to broader aspects of managing a non-profit business: the how, why, what, where, and when. Interns will experience what goes into running and operating a cultural facility - from finance and fundraising, to general operations and working with non-profit boards.

**General Tasks**

* Gain as much knowledge of the organization as possible - including inner workings of each department
* Assist Executive Director in setting organizational goals and objectives
* Assist Executive Director in monitoring department goals and objectives
* Perform research and analysis in support of operations
* Manage donor leads pipeline, utilizing database tracking and reporting methods
* Update and manage corporate sponsor lead database
* Participates in the planning and implementation of department projects
* HR recruitment and interview process (if needed)

**Sample Tasks**

* Create content for donor solicitation materials
* Create corporate sponsorship sales materials and agreements
* Research corporate giving trends of potential sponsors
* Research grants and create grant database
* Grant writing
* Work with the Marketing Department in reviewing marketing plans
* Coordinate Board, Executive Committee and Committee meetings
* Prepare reports for Board of Directors and City Staff
* Review sales materials for events, venue rentals and group sales
* Assist in development and creation of a fundraising special event

**Requirements/Qualifications**

* Business or business related major preferred
* Good interpersonal skills
* Interest in corporate & governmental relations/marketing & sales