

ChicagoHistoryMuseum

INTERN POSITION DESCRIPTION

<u>INTERNSHIP TITLE:</u>	Development Intern
<u>DEPARTMENT:</u>	Institutional Advancement
<u>INTERN SUPERVISOR:</u>	Database Specialist / Development Assistant
<u>STATUS:</u>	Unpaid Intern (non-employee)
<u>ACTIVITY SUMMARY:</u>	Assist the Institutional Advancement department in its fundraising activities.

Note: this internship position exists for individuals willing to volunteer their services without expectation or contemplation of compensation.

POSITION SPECIFIC ACTIVITIES AND CORRESPONDING EDUCATIONAL GOALS:

ACTIVITY	EDUCATIONAL GOAL
The intern will assist with Raiser's Edge database integrity	<ul style="list-style-type: none"> • Performs routine donor and member account maintenance, including (but not limited to) address updates and new account creation • Assists with special auditing and data enhancement projects • Assist with global data maintenance and updates
The intern will assist with donor stewardship efforts	<ul style="list-style-type: none"> • Assistance with processing gift acknowledgements • Assists in the implementation and reporting systems related to "moves management"
The intern will assist with special events	<ul style="list-style-type: none"> • Assists in special event registration tracking and data entry • Assists in event logistics including registration, logistics, and follow-up
The intern will assist with researching and development of donor outreach material	<ul style="list-style-type: none"> • Work with staff from different departments to develop interesting mini-stories about the work the Museum does and untold stories about items in our collection. • Research, write, and fact check 2-3 stories each month • Develop a working procedure/system to collect these stories and how they can be used across multiple mediums, i.e. social, marketing, solicitation, stewardship, to increase awareness of the Museum's collection and our work to the larger community.

ADDITIONAL INTERN ACTIVITIES:

- Other activities include addressing envelopes, filing, folding and stuffing mailings, and organizing collateral storage.
- Other activities as assigned that will further the intern's learning, knowledge, and experience.
- Intern will be given opportunities to attend organizational events such as staff meetings and other meetings such as brown bag lunches to gain a broader understanding of the workplace and its initiatives. In addition, opportunities for networking and informational interviews with staff will be available at the intern's request.

GENERAL GOALS:

The Intern's activities help fulfill the Museum's mission and purpose which is "To help people to make meaningful and personal connections to history" and will serve a civic, charitable, and humanitarian purpose consistent with our non-profit status.

- This internship will provide training similar to that which would be given in an educational environment and which is primarily for the benefit of the intern;
- This internship will also provide the intern with close supervision by regular employees qualified in the intern's field of study.
- CHM will cooperate with educational institutions to ensure that the internship is academically oriented for the benefit of students;

CHM VALUES:

These are the values of the Chicago History Museum as an institution, our "Collective Values."

- Service, Collaboration, Discovery, Creativity, Empathy, authenticity, Integrity, and Stewardship

These are the values that the staff members of the Chicago History Museum seek and hope to inspire in ourselves, our "Individual Values:"

- All-In: Taking and sharing responsibility for the Museum, its mission, and our future.
- Welcoming: Demonstrating every day that the Museum is for everyone.
- Forward-looking: Anticipating needs, spotting opportunities, and solving problems with determination and ingenuity.

WORKING RELATIONSHIPS:

The intern will interact with all members of the Institutional Advancement team and other museum staff.

QUALIFICATIONS:

- An interest in non-profit work;

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- Students in an undergraduate program of Business, Communications, Marketing, English, Political Science, or History preferred;
- Strong interpersonal communication, writing, editing, research, and organizational skills are required;
- Strong familiarity with Excel required, computer proficiency in Microsoft Office Suite preferred;
- Knowledge of Raiser's Edge preferred;
- Effective time management of multiple tasks to meet deadlines, while being attentive to detail;
- A positive, hardworking, team player;
- Able to lift and carry 25 pounds;
- Commitment to follow the rules and guidelines contained in the Chicago History Museum Internship Program Handbook;
- Agreement to submit to a background screening and provide 2 recent references;
- Commitment to the mission, values, and programs of the Chicago History Museum.

TIMEFRAME OR COMMITMENT:

6 hours a week for 20 weeks over the course of Fall-Winter 2019-2020 terms.

This internship description is not intended to be an express or implied contract between CHM and anyone. CHM reserves the right to change or assign other duties to this intern position as necessary. CHM is an equal opportunity institution.

APPLICATION DEADLINE

September 11, 2019

HOW TO APPLY

A completed internship application consists of the following:

- a completed internship application form (available online)
- a one-page personal statement describing your reasons for seeking an internship at CHM and what you hope to gain from the experience
- a resume outlining your educational, professional, and volunteer experiences
- contact information for two references

Every effort is made to match the skills and interests of prospective interns with the needs and priorities of the department and the institution overall. The application materials will outline the specific qualifications requirements for individual projects. The Chicago History Museum does not discriminate on the basis of race, color, religion, sex, national origin, or disability.

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