

Development Intern (NON PAID)

Children's Museum Houston is seeking a current college student, current graduate student, or recent college graduate who is interested in serving as an intern and providing a wide range of database, research, administrative, and general support to CMH's development team. While this internship is unpaid, it will provide the opportunity to gain experience in and familiarity with areas such as fundraising, philanthropy, event planning, children's programming, and the day-to-day operations of a nonprofit organization with a national reach.

Responsibilities include, but are not limited to, the following:

- Assist the development staff in entering data into CMH's donor database
- Conduct research on potential donors, strategic partners, markets and industries
- Prepare reports and presentations for internal and external use
- Draft correspondence, reports and donor acknowledgements
- Assist the development staff in planning donor events and other activities
- Maintain donor files and other development materials
- Attend department and staff meetings
- Assist with mailings, filing, and special projects as needed

Requirements

- Strong writing and research abilities
- Desire to learn more about fundraising and philanthropy
- Knowledge of Microsoft Office applications
- Strong interpersonal skills
- Keen attention to detail

To apply, please submit your cover letter, resume, and availability to mrosenstein@cmhouston.org.