Department: Advancement

— Expected projects/work assignments:
  o Research and analysis projects based on the intern’s interest and current needs of the department
  o Correspondence, including letters, email announcements, and reports
  o Ad-hoc administrative tasks and data entry

— Skills and qualifications required (including technology skills):
  o Basic skills in Microsoft Excel, Word, and PowerPoint
  o Writing and editing experience, especially for non-academic audiences, is appreciated
  o Raiser’s Edge or another CM system (e.g. Tessitura, SalesForce) is appreciated, but not required

— What type of training will be provided?
  o Raiser’s Edge
  o Advancement department operations and procedures
  o Interns will gain experience in Microsoft Excel, Word, and PowerPoint

— Outcomes
  o Interns will learn about the Whitney’s Advancement Department, including Major Gifts, Foundation & Government Relations, Planned Giving, Corporate Partnerships, and Special Events.
  o Interns will learn about practices and trends in philanthropy.
  o Interns will learn about Museum administration and gain exposure to Finance, Administration, and Trustee Affairs among other areas.