

## Department: Advancement

- Expected projects/work assignments:
  - Research and analysis projects based on the intern's interest and current needs of the department
  - Correspondence, including letters, email announcements, and reports
  - Ad-hoc administrative tasks and data entry
  
- Skills and qualifications required (including technology skills):
  - Basic skills in Microsoft Excel, Word, and PowerPoint
  - Writing and editing experience, especially for non-academic audiences, is appreciated
  - Raiser's Edge or another CM system (e.g. Tessitura, Salesforce) is appreciated, but not required
  
- What type of training will be provided?
  - Raiser's Edge
  - Advancement department operations and procedures
  - Interns will gain experience in Microsoft Excel, Word, and PowerPoint
  
- Outcomes
  - Interns will learn about the Whitney's Advancement Department, including Major Gifts, Foundation & Government Relations, Planned Giving, Corporate Partnerships, and Special Events.
  - Interns will learn about practices and trends in philanthropy.
  - Interns will learn about Museum administration and gain exposure to Finance, Administration, and Trustee Affairs among other areas.