Department: Major Gifts

— Expected projects/work assignments:
  — Assist in gift processing and gift pledges.
  — Assist in acknowledgement letter writing.
  — Assist in virtual Patron Group events.
  — General administrative assistance.

— Skills and qualifications required (including technology skills):
  — Microsoft Office
  — Raiser’s Edge a plus but not required

— What type of training will be provided?
  — Raiser’s Edge
  — The Museum System
  — Library Orientation

— Outcomes:
  — Writing
  — Research skills
  — Interpersonal, email and telephone communication
  — Knowledge of non-profit and Museum world