

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