

Department: Foundation and Government Relations

Expected projects/work assignments:

- The intern will help prepare proposals and reports for grants supporting the Museum's upcoming exhibitions and education program
- S/he will help conduct foundation prospect research
- S/he will draft thank you and acknowledgement letters
- S/he will assist with filing records and gifts, as necessary

Skills and qualifications required including technology skills:

- Strong writing skills
- Research skills
- Knowledge of modern and contemporary art
- Familiarity with the organization and operations of an art museum
- Attention to detail

What type of training will be provided?

- The intern will be exposed to the day-to-day tasks as well as the long-term strategy of a fundraising team
- S/he will learn how to conduct and document prospect research
- S/he will practice drafting grant proposals and reports
- S/he will learn how to use Raiser's Edge, both to search for information and to process gifts

What skills and knowledge will the intern gain by the end of the program?

- As part of the Foundation and Government Relations team, the intern will receive insight into a museum's fundraising activities and its relationships with foundations and government organizations
- S/he will develop an awareness of the current landscape of arts philanthropy and how to write effectively about museum projects for foundation and government funders