

ChicagoHistoryMuseum

INTERN POSITION DESCRIPTION

<u>INTERNSHIP TITLE:</u>	Development Intern
<u>DEPARTMENT:</u>	Institutional Advancement
<u>INTERN SUPERVISOR:</u>	Development Assistant
<u>STATUS:</u>	Unpaid Intern (non-employee)
<u>ACTIVITY SUMMARY:</u>	Assist the Institutional Advancement department in its fundraising activities.

Note: this internship position exists for individuals willing to volunteer their services without expectation or contemplation of compensation.

POSITION SPECIFIC ACTIVITIES AND CORRESPONDING EDUCATIONAL GOALS:

ACTIVITY	EDUCATIONAL GOAL
The intern will assist with prospect research.	The intern will develop knowledge of research tools and information assessment methods.
The intern will assist with planning donor events.	The intern will understand the process for organizing and hosting a donor event. In doing so, the intern will develop in-person communication skills with various constituencies.
The intern will assist with preparing annual fund and special appeal mailings.	The intern will learn how to identify the components of an effective fundraising letter; conduct list segmentation; and measure the success of a campaign. The intern will also gain experience working with Raiser's Edge software.
The intern will assist with grant writing.	The intern will improve writing skills by responding to specific prompts and synthesizing information in a clear manner. The intern will gain an understanding of grant pipelines and how to identify potential fundraising opportunities.

ADDITIONAL INTERN ACTIVITIES:

- Other activities include addressing envelopes, filing, folding and stuffing mailings, and organizing collateral storage.
- Other activities as assigned that will further the intern's learning, knowledge, and experience.
- Intern will be given opportunities to attend organizational events such as staff meetings and other meetings such as brown bag lunches to gain a broader understanding of the workplace and its initiatives. In addition, opportunities for networking and informational interviews with staff will be available at the intern's request.

GENERAL GOALS:

The Intern's activities help fulfill the Museum's mission and purpose which is "To help people to make meaningful and personal connections to history" and will serve a civic, charitable, and humanitarian purpose consistent with our non-profit status.

- This internship will provide training similar to that which would be given in an educational environment and which is primarily for the benefit of the intern;
- This internship will also provide the intern with close supervision by regular employees qualified in the intern's field of study.
- CHM will cooperate with educational institutions to ensure that the internship is academically oriented for the benefit of students;

CHM VALUES:

Contribute to and promote a positive culture at CHM by demonstrating the following values in their interactions with colleagues, external partners, and all audiences and through the products developed and services delivered:

Discovery: brings a sense of wonder and curiosity to their work, seeking new ideas and opportunities or approaches to advance the work of the museum. Makes connections to their colleagues and their work; with CHM audiences and history; and with the collections and current scholarship.

Creativity: never satisfied with the status quo, always ready to take chances, try new things, and be original through initiating exploration of alternative possibilities, idea generation, and problem solving. Imagines new and innovative processes, services, products, and experiences.

Empathy: strives to get along with everyone, to invest in collaborative work, and to see things from other people's perspectives through anticipating the needs of colleagues and CHM audiences. Recognizes that it is no longer enough to treat people the way that you want to be treated, but must try to treat others as they want to be treated.

Authenticity: is genuine and true in all relationships; delivery of products and services; and the interpretation of history.

Integrity: is honest, ethical, and fair in work ethic, business practices, internal and external relationships, and scholarship. Is a good ambassador for CHM at all times.

Service: contributes to a culture that extends quality customer service to CHM's audiences to ensure they feel welcome, safe, and comfortable, and to colleagues through being courteous, responsive, and supportive of the work of others.

Collaboration: fosters a positive spirit when working with others and on teams through being inclusive; freely sharing ideas, information, and abilities; seeking and respecting the contributions and viewpoints of others, and thoroughly integrating this input in their work.

Purpose: The Chicago History Museum's purpose is to help people make meaningful and personal connections to history.

WORKING RELATIONSHIPS:

The intern will interact with all members of the Institutional Advancement team and other museum staff.

QUALIFICATIONS:

- An interest in non-profit work;
- A positive, hardworking, team player;
- Students in an undergraduate program of Business, Communications, Marketing, English, Political Science, or History preferred;
- Strong interpersonal communication, writing, editing, research, and organizational skills are required;
- Computer proficiency in Microsoft Word, Excel, and Internet research;
- Effective time management of multiple tasks to meet deadlines, while being attentive to detail;
- Able to lift and carry 25 pounds;
- Commitment to follow the rules and guidelines contained in the Chicago History Museum Internship Program Handbook;
- Agreement to submit to a background screening and provide 2 recent references;
- Commitment to the mission, values, and programs of the Chicago History Museum.

TIMEFRAME OR COMMITMENT:

12 hours a week for 10 weeks over the course of Spring and Summer 2017 terms.

This internship description is not intended to be an express or implied contract between CHM and anyone. CHM reserves the right to change or assign other duties to this intern position as necessary. CHM is an equal opportunity institution.

HOW TO APPLY

A completed internship application consists of the following:

- a completed [internship application form](#)
- a one-page personal statement describing your reasons for seeking an internship at CHM and what you hope to gain from the experience
- a résumé outlining your educational, professional, and volunteer experiences
- contact information for two references

Every effort is made to match the skills and interests of prospective interns with the needs and priorities of the department and the institution overall. The application materials will outline the specific qualifications requirements for individual projects. The Chicago History Museum does not discriminate on the basis of race, color, religion, sex, or national origin.