

WonderLab Development Internship Summer 2018

The WonderLab Museum of Science, Health and Technology seeks a motivated, organized, and enthusiastic intern to assist with fund development activities during summer 2018. The Development Intern works closely with the Annual Giving and Stewardship Manager to help prepare for the museum's biggest fundraising event of the year: the *Science Night Out* gala. Additionally, the intern may be expected to communicate effectively with current and potential WonderLab donors, especially those contributing to the annual gala. Depending on the intern's skillset and interests, he or she may also be asked to: research donor prospects, assist with our major giving and planned giving programs, write and/or edit grant applications, and strategize new solicitation methods.

Responsibilities:

- Assist in planning the September *Science Night Out* gala, which has an attendance estimation of approximately 300 guests
- Manage and update spreadsheets with auction donor and sponsor information
- Serve as a liaison between the event's auction committee and staff members
- Develop strategies for annual fund solicitation and converting event donors into annual donors
- Research donor prospects
- Cultivate and maintain relationships with current donors and prospective donors
- Assist in developing systems to manage and advance our major giving and planned giving programs
- Other duties as assigned

Desired Skills and Qualifications:

The ideal candidate is a current undergraduate or graduate student with the following qualifications:

- Strong interest and background in fundraising/special events preferred
- Excellent written and verbal communication skills
- Excellent organizational skills with attention to detail and accuracy
- Friendly and professional manner when communicating in person or by telephone
- Fun and good sense of humor preferred!
- Creative thinking skills
- Comfortable working in a fast-paced, evolving team environment
- Friendly, professional and positive attitude; ability to work effectively with a variety of people
- Ability to understand directions and work in a timely, efficient and independent manner
- Ability to remain calm and focused under pressure
- Proficiency with Word and Excel
- Familiarity with databases preferred
- Graphics experience preferred but not required
- Willingness to be assigned to a variety of different tasks
- Must have automobile and driver's license
- Ability to lift 20 pounds, climb stairs and perform emergency building evacuation procedures
- Proof of eligibility to work in U.S.

Compensation and Hours:

This position requires 20 hours each week, with the opportunity for more hours if desired. This position is unpaid but can be used as internship credit for the intern's degree.

How to Apply:

Please submit an application with your resume and cover letter at <http://wonderlab.org/about-wonderlab/college-student-internships/>. We want to hear why you are interested in this internship and in WonderLab! Also, please explain how you meet the qualifications and why you would be a good fit for the museum. Please contact Annual Giving and Stewardship Manager, Mallory Elver, with any questions: mallory@wonderlab.org or (812) 337-1337 x 31.

About WonderLab:

The WonderLab Museum of Science, Health and Technology is an award-winning science museum located on the B-Line Trail in the heart of the Bloomington Entertainment and Arts District. WonderLab was incorporated as a private 501(c)(3) nonprofit educational organization in 1995 and a core group of volunteers began to offer hands-on science outreach services at community events. In 1998, WonderLab opened in its first physical location, a small space in the historic Wicks Building on the north side of the Bloomington courthouse square. The present two-story facility and garden opened to the public on March 29, 2003, and since then more than one million visitors have been served.

Mission:

WonderLab provides opportunities for people of all ages, especially children, to experience the wonder and excitement of science through hands-on exhibits and programs that stimulate curiosity, encourage exploration, foster lifelong learning and explore connections to the arts and everyday life.

Vision:

WonderLab strives to build curious and creative problem solvers, inspired by the wonder of science, who will shape a brighter future for themselves and our world.