

## Position Description

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Title: **Fundraising and Special Events Intern**

Division: Development

Classification: Internship

Reports To: Director of Development

Supervises: N/A

### High Desert Museum – Organization Description

The High Desert Museum is a non-profit organization focused on the natural and cultural elements of the High Desert region of the Western United States. Located near Bend, Oregon, on the edge of the beautiful Deschutes National Forest, the Museum melds the natural history of diverse habitat types with human history of the environment into a unique blend of indoor and outdoor exhibits, living history and both living and historical collections.

### Job Summary – Fundraising and Special Events Intern

The High Desert Museum is seeking a current college/graduate student or recent college graduate who is interested in serving as an intern and providing a wide range of database, research, administrative, and general support to the Museum's development team. In return, the Museum will provide an opportunity for the intern to gain experience in and familiarity with areas such as fundraising, membership development, event planning, auction solicitation, direct mail appeals, database entry, and working with other industry-specific software.

### Required Qualifications

- Interest in nonprofit development/fundraising
- Knowledge of Microsoft Office applications
- Experience with databases is a plus
- A demonstrated commitment to The High Desert Museum's mission and values
- Unimpeachable ethical standards and personal integrity
- Ability to communicate in a professional manner with press and community contacts
- Self-motivated, good organizational skills, detail-oriented, ability to prioritize, multi-task and meet deadlines
- Possess a valid driver's license as well as the ability to travel locally as needed to perform internship duties

### Responsibilities and Tasks

1. Conduct research on potential donors
2. Provide logistic and clerical support for the High Desert Rendezvous fundraiser; duties to include: procuring auction items, donor communication, maintaining database, and assistance where needed
3. Maintain donor files and other development materials
4. Attend department and staff meetings as appropriate
5. Assist with mailings, filing, and special projects
6. Comply with all Museum policies, procedures, and safety regulations
7. Perform other tasks and duties as assigned by immediate supervisor

The successful applicant will be an outgoing, friendly, team player and must be detailed-oriented while handling multiple projects and deadlines. They must have a high degree of energy and enthusiasm for a visitor-service oriented organization.

### Time Commitment

Internships are most beneficial when students are immersed in the daily work routines of the Museum. Interns are expected to commit to work at the Museum between 20 to 40 hours weekly for the summer.

### Compensation

This is a volunteer unpaid internship. We encourage you to use this internship to gain course credit and to seek out "work-study" grants with your college if that is an option.

### Criminal Background Check

In addition to the Internship Contract, all interns must complete and pass the Museum's standard Criminal Background Check prior to the start of the internship.

Please send resume and cover letter to the High Desert Museum, attention Shannon Campbell.

[scampbell@highdesertmuseum.org](mailto:scampbell@highdesertmuseum.org)

<http://highdesertmuseum.org/job-opportunities>

The High Desert Museum is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.

### **Mission**

To explore the High Desert's unique landscape, cultures, wildlife, history and arts, connecting our visitors to the past and helping them discover their role in the present and responsibility to the future.