



Intern Position Description

Department: Philanthropy

Title: Stewardship and Events Intern (Summer)

Purpose: Work closely with the Manager of Donor Experience to plan and execute donor engagement strategies throughout the summer. Help coordinate donor tours of the Geier Collections & Research Center, Presidential Updates, Exhibit Premiere Events and other opportunities as they arise.

Also work to update mailing addresses and names in the donor database. Must be willing to sign confidentiality agreement.

Responsibilities:

- Work closely with the Manager of Donor Experience to manage summer events.
 - Schedule and attend meetings, as needed.
 - Prepare agenda and take minutes.
 - Follow up on assigned tasks.
- Meet with Philanthropy team members and others in the organization to determine cultivation and stewardship goals to define audiences.
- Coordinate with internal staff for event needs, including but not limited to: meeting requests, room requests and catering requests.
- Update donor information in Raiser's Edge for invitation mailings.

Requirements:

- Working towards a degree in nonprofit management, communications, marketing or general business preferred.
- Self-motivated and disciplined
- Computer experience with office applications
- Able to work independently in a fast-paced museum environment
- Excellent verbal/written communications skills are essential.
- Creative and innovative mindset
- Previous fundraising experience a plus.
- Able to occasionally lift items up to 25 pounds
- Able to sit or stand for moderate periods of time

Location: 250 W. Court Street, Suite 300E Cincinnati, OH 45202

Reports To: Manager of Donor Experience

Length of Appointment: Minimum 10 weeks, maximum 6 months

Time Commitment: Minimum 10 hours, maximum 15 hours per week

Benefits:

- Free admission to special exhibitions
- Free parking at Cincinnati Museum Center
- Discounts at food and beverage locations
- Discounts in special exhibit gift shop
- Discounts on tours, programs and events

Dress Code: Business Casual

Age Requirement: Must be over 18

Travel Requirement: Able to travel to other CMC locations or local locations, as necessary, preferred