

Brooklyn Museum

Development Intern

(Part-time, temporary, unpaid internship)

The Brooklyn Museum Development department seeks interns to provide essential support within each of our teams during the summer 2018 semester. The Development department is responsible for all fundraising activities and events, and liaises with key stakeholders across all donor constituencies. The department also serves as the definitive link between the Museum's supporters and key influencers in the community, and our program and curatorial staff. Ideal Development interns will relish a significant learning opportunity that puts them at the heart of our organization, in direct support of our critical staff, as well as multifaceted programming and collections that constitute one of the world's greatest encyclopedic and artistic resources. Positions are available in the following areas of concentration:

1. Individual Giving

Individual Giving focuses primarily on special patrons groups and major gifts fundraising. The team is responsible for liaising with the Museum's key supporters and influencers, cultivating new prospects, organizing exhibition proposals, and soliciting/acknowledging high-level gifts. Qualified candidates will be strong writers who demonstrate discretion, affability, and accountability.

2. Corporate/Institutional

The Corporate and Institutional Giving teams manage our relationships with corporate funders, including a roster of Corporate Members, corporate supporters of special exhibitions, and institutional funders, including private foundations and other grant-making organizations. These teams are responsible for stewarding current Corporate Members, soliciting new corporate gifts, grant writing and reporting, and researching and cultivating new prospects for special exhibitions, curatorial initiatives, and capital projects. Qualified candidates should demonstrate strong writing and research skills.

3. Membership

The Membership team focuses on fundraising geared toward current and potential Members. Specific responsibilities include donor engagement and stewardship; addressing Member concerns and requests in an expedient and professional manner; and coordinating mailings and benefit fulfillment, including Member events. Candidates for a Membership internship will demonstrate patience, discretion, and strong organizational skills.

4. Research and Operations

The Research and Operations team conducts comprehensive and detailed research on individuals, corporations, and foundations; reports on current and prospective donors to the Museum; plays an instrumental role in the department's Raiser's Edge database usage and moves management process; and assists with gift processing and other aspects of departmental operations. Candidates should be articulate and detail-oriented, and demonstrate strong research and organizational skills.

5. Special Events

The Special Events team plans and designs, and fundraises for, the Museum's exhibition openings and three annual benefits that raise more than \$2 million annually: The Yes! Gala, Family Party Benefit, and Brooklyn Artists Ball. This team works closely with the Museum's key supporters and influencers, corporate sponsors, and general Members. Qualified candidates may have prior retail, sales, or hospitality experience, and will demonstrate discretion and diplomacy.

6. Rentals

The Rentals team manages and organizes external events that take place at the Museum, including life milestone celebrations, corporate parties, film and photo shoots, graduations, nonprofit and community events, meetings, and conferences. The Rentals team works closely with our catering partner, Great Performances; external clients and vendors; and other Museum departments, including but not limited to Community Affairs, Facilities/Operations, Exhibitions/Curatorial, and colleagues across all areas of Development. Successful candidates may have prior retail, sales, or hospitality experience, and will demonstrate discretion and affability.

7. Office of the Deputy Director and Chief Development Officer

The Office of the Deputy Director and Chief Development Officer provides leadership and direction for all of the above areas. Applicants should be detail-oriented and demonstrate dependability, discretion, and a positive and professional attitude.

Skills: Successful candidates should possess, and can expect to strengthen, the following skills:

- Microsoft Office (Outlook, Word, Excel, PowerPoint)
- Raiser's Edge
- LexisNexis
- Zkipster
- Moves management process
- Writing basic grants, proposals, and donor acknowledgements

Schedule: The summer 2018 internship runs from late May or early June through early August (depending upon each intern's schedule). Interns work 2 full days per week, plus several evening events throughout the semester.

To apply:

- Email your résumé, a cover letter, and an unofficial copy of your transcript as *one PDF file* to internships@brooklynmuseum.org.
- In the subject line: include your full name and *first-choice area of concentration* (from above) in the subject line (example: Jane Doe_Corporate/Institutional).
- In your cover letter: indicate your *top three areas of concentration* (from above) and briefly describe your qualifications in those areas.
- Applications are currently being accepted on a rolling basis. Should your application meet the above requirements, we will contact you for an interview. No phone calls, please.