Department: Major Gifts

Projects/work assignments:

- Assist with research and compilation for National Committee Fall Weekend reading packet.
- Assist in payment processing.
- Assist in acknowledgement letter writing.
- General administrative assistance.

Skills and qualifications including technology skills:

- Microsoft Office
- Raiser’s Edge a plus but not required

What type of training will be provided?

- Raiser’s Edge
- The Museum System
- Library Orientation

What skills and knowledge will the intern gain by the end of the program?

- Writing
- Research skills
- Interpersonal and telephone communication