



Development Internship

The Children's Discovery Museum Foundation is the nonprofit fundraising partner of the Town of Normal Children's Discovery Museum. The Museum's mission is to inspire the love of learning through the power of play. Since 1994, the Children's Discovery Museum has delivered high-quality educational programming to more than 2 million children throughout Central Illinois. The Children's Discovery Museum Foundation is a 501 (c)3 nonprofit organization created to support the mission and vision of the Town of Normal Children's Discovery Museum, to raise and expend funds for the benefit of the Museum and to advocate on behalf of the Museum in the community at large.

The Development Intern will assist the Development Coordinator by providing support for the philanthropy program by conducting in-depth research of current and prospective foundations and corporations.

Responsibilities:

1. Take inventory of all existing donor recognition, both in storage and in current exhibits, to create a comprehensive report to include donor name/organization, amount of support, giving level, exhibit/program supported.
2. Utilize the comprehensive report to research corporate, family, public, private, and corporate grant makers on the local, regional, and national level, using in-house records and Foundation Directory Online as well as other sources. Research will include due dates, appropriate request amounts, application procedures, application/decision timelines, and average grant size.
3. Research other Foundations and Corporations as requested by the Development Coordinator.

Qualifications

- Student or individuals with coursework or experience in nonprofit management, philanthropy, marketing, communication, or donor/prospect research preferred.
- Understanding of donor confidentiality
- Excellent oral and written communication skills
- Ability to work somewhat autonomously in an office environment
- Ability to utilize Microsoft Office Suite products including Microsoft Excel
- Ability to take direction and learn new software

Additional Information:

- The Town of Normal Children's Discovery Museum Foundation will offer a \$2,000 stipend.

Deadline to apply: August 12, 2022

Internship Timeframe: Fall 2022

Hour Requirements: 150-180 hours preferred

To apply:

Please send your resume and [application](#) to Sammi Kern, skern@normal.org, with Prospect Research Intern in the subject line.