



POSITION DESCRIPTION DEVELOPMENT INTERN

POSITION OVERVIEW

The Lone Star Flight Museum invites applications from college students who have a career interest in nonprofit organizations or fundraising for a part-time unpaid Development Intern position.

The Development Intern will assist with donor research, correspondence, proposals, proposal tracking, data entry, stewardship and fundraising reports, and events and projects as assigned. The position requires a person with excellent work capacity and organizational skills, attention to detail, and ability to manage multiple tasks. The ability to function efficiently as part of the development team is of primary importance. The position offers an excellent opportunity to work on substantive projects and can result in school credit if allowed by the college/university of the applicant and/or a professional reference.

ORGANIZATIONAL OVERVIEW

LSFM opened at Ellington Airport in September 2017. The new facility serves to fulfill its mission to preserve Texas aviation history in an inspiring educational environment that meets the needs of students and visitors of all ages. Emphasizing the role of science, technology, engineering and mathematics (STEM), LSFM's vision is to be a world-class educational museum linking an understanding of the past with inspiration for the future.

REQUIREMENTS

- Current or recent enrollment in a college-level degree program
- Outstanding organizational and time management skills
- Ability to take direction, manage multiple projects simultaneously and meet deadlines
- Strong sense of initiative and willingness to take ownership of both small and large projects
- Strong research, writing and proofreading skills
- Ability to work 16-28 hours per week; Minimum 3 month commitment, with 6 months or more
- desirable
- Experience using basic office equipment
- PC proficiency and working knowledge of Microsoft Office software, particularly Word, Excel, and
- various internet search engines
- Strong interest in a nonprofit career, especially development (fundraising)



- Commitment to donor confidentiality and the AFP Code of Ethical Standards
- Experience with Altru or Raiser's Edge a plus

Nonprofit experience (other internships and/or volunteer work) experience preferred

Status: Part-time/unpaid

Reports to: VP, Development

To apply, please send a cover letter and resume to Barbara.Walker@lonestarflight.org