

Orlando Science Center **Development Intern**

Department: Development

General Description:

We are looking for an enthusiastic and detail oriented **Development Intern**. Gain valuable fundraising and special event experience while helping build a sense of community and belonging for a well-respected non-profit organization.

The Development Intern will be responsible for working closely with the Development team to plan any number of events including the Science Center's annual gala, the Neanderthal Ball, scheduled for Saturday, Nov. 2, 2013.

The Development Intern will work on the silent auction and reach out to sponsors, and other constituents to ensure all efforts have been made to maximum revenue for the event and for the Science Center.

This intern will work on projects, go to meetings, work with volunteer committee members from different businesses and industry in Central Florida and learn the inner workings of fundraising and special event planning at Orlando Science Center. The Intern will also have the opportunity to work with the Marketing and PR working on advertising, promotional and social media aspects of planning events and other projects.

Skills/ Qualifications:

- Degree seeking student
- Must be:
 - o Responsible and Reliable
 - Committed to working the hours/days mutually agreed upon
 - Manage significant attention to detail
 - o A Self Starting individual
 - o A Well Organized individual
 - o Able to work independently and as a team
 - o Able to Multitask
 - o A good communicator



Duties and Responsibilities:

This is a general listing of duties and responsibilities, duties and responsibilities may be added dependent on needs of departments.

- Will learn Orlando Science Center facility
- Attend any meetings as assigned (i.e. Committee meetings, upcoming events, etc.)
- Work on various events as noted.
- Support the fundraising program by working with Development team on special projects
- While working with the Development Department:
 - o Keep detailed tracking of status of sponsors and auction items
 - o Research and reach out to potential donors
 - o Analyze auction donations for strengths and weaknesses.
 - o Use Microsoft Outlook skills for emails & calendar.
 - o Utilize computer skills to manage donor information on Science Center data base.
 - o Assist with events (from planning to running to evaluation)
 - o Assist with social media, blogging and website updates
 - o Attend other Science Center events.

Stipend \$250 per semester