



Position Title: Fundraiser Internship

Reports To: Executive Director

Objective: Fundraiser Interns will assist with museum fundraising to find financial support for programming and general operating funds.

Responsibilities:

1. Data Assessment- Intern will evaluate past donation records to find variances in giving from year to year.
2. Grant Seeking- Intern will be asked to visit the Foundation Center to find grants that are a suitable fit for the museum and/or museum projects. *
3. Data Collection-Intern will be asked to assist in the accumulation of data to expedite the grant writing process.

**Intern will not be asked to author grant proposals*

Qualifications:

Applicants must have a minimum of two years undergraduate education, strong communication skills, both written and verbal, must be organized, detail-oriented, able to manage multiple projects, outgoing and enthusiastic. Strong computer skills, including website maintenance and e-marketing, a plus.

Submit Resume to:

Michelle Epps, Education Manager
International Women's Air & Space Museum
Burke Lakefront Airport, Rm 165
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Cleveland , OH 44114
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