

Development Database Internship

The development database internship at the National Museum of Women in the Arts (NMWA) is a professional experience for undergraduate and graduate students considering a career in development or data management. NMWA interns have the opportunity to learn about the day-to-day functioning of the Raiser's Edge® database at a major cultural institution with the opportunity to interact with many different museum professionals.

Through the time spent at the internship, interns will gain knowledge of *the* prominent not-for-profit database software, Raiser's Edge®. The skills acquired in this internship can be transferable to any fundraising or data management career in the not-for-profit industry. The focus of the internship will be on creating and tracking constituents in a thorough and concise manner. The intern will be under the supervision of the Database Manager and will be an asset to cleaning and improving the database. The hope is that the internship is mutually beneficial for both NMWA and the intern.

Prior database knowledge is not required.

Interns will work on a variety of projects including, but not limited to, the following:

- Add/Update committee members and education volunteers into database
- Write a procedures manual for tracking committee members and education volunteers
- Fact-check paperwork
- Update addresses
- Generate fundraising reports
- Miscellaneous tasks for the Development and Membership Department

This is an unpaid internship. Please forward all resumes to ghamlin@nmwa.org.