



Role Description: Summer Development Intern

Reports to: Executive Director

Essential Function

The Summer Development Intern will support KidsPlay's efforts to expand its donor base and increase charitable contributions. The intern will research foundations, businesses, and individual donors that support similar causes. The intern will organize research findings in a prospective donor database that museum staff can use to identify and evaluate future funding opportunities.

Essential Duties

- **Development**
 - Identify foundations, businesses, individuals, grant opportunities, and sponsorship programs that may align with KidsPlay's mission.
 - Research organizations similar to KidsPlay and review public donor lists, annual reports, sponsorship materials, and foundation records.
 - Create a prospect database with contact details, giving interests, past support, and potential connections.
 - Verify information, flag incomplete or outdated records, and help organize existing donor research files.
- **General**
 - Keep confidential the business functions of the Museum, including, but not limited to, customer and donor information, employee issues, etc.
 - Perform any other required duties as requested by the Executive Director to aid in the better operation of the Museum and service to the customers.
 - Demonstrate support of the Museum's mission, management, and board of directors.

Learning Objectives

- Build experience conducting nonprofit donor research.
- Learn how nonprofits identify and evaluate prospective donors, sponsors, and grant opportunities.
- Practice organizing detailed information in a donor prospect database.
- Strengthen research, writing, data management, and critical thinking skills.
- Learn how fundraising research supports donor cultivation, grant development, and long-term financial sustainability.

Required knowledge, skills, and abilities

Demeanor

- Energetic, enthusiastic, well-organized, and creative
- Displays a friendly, welcoming manner.
- Has patience and understanding for every person that is encountered.
- Is flexible and adaptable to the changes that will occur in the position.
- Is organized, honest, and works well with others.
- Maintains a clean work area.

Skills & Abilities

- Conduct online research and gather information from multiple sources.
- Read, summarize, and organize donor, foundation, and nonprofit information.
- Enter information accurately into spreadsheets or databases.
- Identify prospective donors and funding opportunities that align with KidsPlay's mission.
- Manage time, prioritize assignments, and meet deadlines.
- Communicate clearly in writing and conversation.
- Use Google Sheets, Docs, Drive, and Gmail, as well as Microsoft Excel and Word.
- Work independently, follow directions, ask questions, and handle confidential information responsibly.

Other Work Requirements

- Initiative - Demonstrate the willingness to take on job challenges.
- Dependability - Demonstrate reliability, responsibility, and dependability and fulfill obligations.

Qualifications

- Successful results on a criminal and sexual abuse background screening.
- Willing and able to perform the job duties.
- Must be at least 18 years of age.
- Must have a GPA equivalent to a "B" average or higher.

Physical Demands

- Considerable standing, walking, stooping, and stair climbing.
- The ability to hear, understand, and distinguish speech and other sounds (e.g., alarms).
- Clarity of vision at approximately 20 inches or less (i.e., use of computers), at 20 feet or more (the ability to recognize features of a person or object), and peripheral vision.
- The ability to assist caregivers during building evacuation.
- Some lifting of more than 20 lbs., bending, and stretching overhead is required.
- Potential exposure to paints, glues, and solvents.
- Outdoor activities may expose this position to extremes in temperature and inclement weather.

Schedule expectations

The intern's schedule is based on the Museum's needs and will be scheduled for approximately 24 hours per week, typically from Tuesday through Friday from 10 am to 4 pm.

Compensation & Benefits

Hourly wage: \$18.00 per hour.

This is a seasonal position expected to work 120 days or less in the year. Based on that expected schedule, this position does not accrue Paid Sick Leave under Connecticut's Paid Sick Leave law. If your schedule or length of employment changes and you work 120 days or more in the year, KidsPlay will review your eligibility for Paid Sick Leave in accordance with Connecticut law and museum policy.

KidsPlay Children's Museum, Inc. is an Equal Opportunity and Drug-Free Workplace.