Development Internship

The Erie Canal Museum is looking for an innovative and motivated individual to assist with management of the Museum’s donor database and other development efforts. Unfortunately, the Museum’s donor database is not web based, so this internship cannot be adapted to be virtual. Showcasing the only remaining weighlock building in the United States, the Erie Canal Museum collects and preserves Canal material, and provides engaging educational experiences that champion an appreciation and understanding of the Erie Canal’s transforming effects on the past, present and future.

Please send a volunteer application, cover letter, and resume to Natalie Stetson, Executive Director at director@eriecanalmuseum.org

During the internship you will work on the following initiatives:

- Create reports utilizing the Museum’s donor software (Exceed),
- Develop data management protocols and clean up data in the Museum’s donor software,
- Conduct survey of the Museum’s membership,
- In collaboration with the Executive Director, help plan a major gifts campaign, and
- Research and identify opportunities to increase Museum revenues.

Requirements:

- Student enrolled in Museum Studies program or other related program
- Completed courses in development, fundraising, or related internships
- Strong written and verbal communication skills
- Available 10-20 hours per week

You will enjoy this internship if you:

- Have an interest in administration, development, or fundraising
- Are flexible and adapt to change
- Are self-directed
- Have a willingness to learn

Availability & Salary:

Available: 10-20 hours per week during Monday – Saturday 9AM – 5PM

Salary: Unpaid; academic credit available