Connecticut Science Center

Development Internship Opportunities (Unpaid)

Spring, Summer, and Fall 2017

Internship Summary – Development Department

Serving more than 325,000 adults and children each year, the Connecticut Science Center is the state's premier destination for informal science learning, a top tourist attraction, hub for teacher training, and one of the state's foremost resources for Science, Technology, Engineering and Math (STEM). The Development Interim will learn about fundraising cycle through the execution of various projects.

This is an unpaid internship which is eligible for academic credit through the intern's college/university.

Specific Learning Opportunities:

The successful intern candidate will learn about the field of development by assisting with, and participating in, professional, business-related initiatives including, but not limited to:

Planning and organization of annual Gala auction including assisting in securing of auction items, writing descriptive copy web and print, tracking of gifts, sourcing of photographs, and other tasks

Identify new donor recognition opportunities

Assist with development activities such as donor stewardship events, annual awards breakfast, and other events, as needed.

Other related activities as assigned.

Qualifications and Requirements:

Ambition, good communication skills especially writing skills, and willingness to ask questions

Ability to work independently (with supervision) while also being a team player

Computer skills: must be familiar with Microsoft Office programs such as Word, Excel, and Outlook

High energy and dedication

Other information: Approximately 10 hours per week January – May (Spring), June – August (Summer) September – December (Fall); Business casual dress code; neat, professional attire is required for all public events. The Summer Development Internship is now closed. Recruiting for Fall Candidates.

Qualified applicants will go through an application process, interview process, and must successfully complete a background check. To apply, send a substantive cover letter, résumé and brief writing sample to HR@CTScienceCenter.org. Please reference "Development Intern" in the subject line. Incomplete applications will not be considered.