Connecticut Science Center

Development Internship Opportunities (Unpaid)

Spring, Summer and Fall 2020

Internship Summary – Development Department

Serving more than 300,000 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 Intern will learn about the 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 for web and print, tracking of gifts, sourcing of photographs, and other tasks
- Assisting with development activities such as donor stewardship events, data management, report creation, mailings, 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: June – August (Summer) September – December (Fall); Business casual dress code; neat, professional attire is required for all public events.

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