CMOM Job Description

POSITION: Development Intern (PT)
EXEMPT STATUS: Nonexempt
REPORTS TO: Membership Manager
LOCATION: 212 West 83rd Street, New York, NY 10024
WEBSITE: www.CMOM.org

ABOUT THE CHILDREN’S MUSEUM
The Children’s Museum of Manhattan is dedicated to inspiring children and families to learn about themselves and our culturally diverse world through a unique environment of interactive exhibitions and programs. These experiences include classes, workshops, performances, and festivals. Our programs support children as they grow and develop socially, emotionally, physically, and academically. We also strive to support caregivers in fostering that growth and development at home and at school. The Museum’s special areas of focus include early childhood education, creativity, health, and world cultures.

ABOUT THE POSITION
The Development Department works with individuals, corporations, foundations, and government agencies to raise funds to support every facet of the Museum. This position will support the Development team in activities such as memberships, donations, fundraising, special events, grants, and will leave with a full understanding of fundraising for a museum. This paid position requires 10 -12 hours weekly.

RESPONSIBILITIES
• Implement system to track and fulfill donation requests
• Work alongside the Membership Manager to strategize and launch a more robust Library Membership program
• Research and solicit local restaurants, local Pre-K’s and Daycares to partner with CMOM’s Membership program
• Fulfillment and mailing of renewal letters, acknowledgement letters, and membership cards
• Assist members of the Development team with other tasks and special projects as needed

QUALIFICATIONS
• Desire to pursue a career in philanthropy, non-profits, or cultural management, with an interest in learning how to become an impactful development professional
• Excellent written and verbal communication skills, organizational skills, attention to detail, time management skills and the ability to prioritize
• Proficient in Microsoft Office
• Strong people skills
• Customer service experience a plus

TO APPLY
Please direct cover letters and resumes to: Lucia Burrafato, Membership Manager, lburrafato@cmom.org

The Children's Museum of Manhattan is an Equal Opportunity Employer.
The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as assigned by their supervisor.