



## Individual Giving Research Intern

**Salary: Unpaid**

**Reports to: Senior Director, Individual Giving**

### **Position Overview**

The Research Internship is ideal for candidates interested in a career in non-profit management or fundraising (Development). The External Affairs team oversees and executes all aspects of LSC's individual, corporate and foundation giving program, including planning, implementation, donor relations, and administration in order to meet annual fundraising goals.

The intern will focus on Individual Giving. He or she should be proficient in Microsoft Office and databases and have strong communication skills. Additionally, the intern should be detail-oriented, organized, and self-motivated.

This is an opportunity to gain valuable insight into the internal processes of a major cultural institution, specifically, a busy Development Department within a science center.

This unpaid internship reports directly to the Senior Director of Individual Giving.

### **About You**

You are motivated individual with an interest in learning more about non-profit management. You are able to work independently or in a team environment and have strong writing skills. You have an interest in science and are able to work without distraction in an open environment.

### **Key Responsibilities**

- Use online services, periodicals, business publications and other tools to draft in depth research profiles on individuals
- Review daily newspapers, periodicals and Google alerts and distribute relevant articles
- Assist in the identification of new prospects
- Conduct research as assigned for department cultivation/special events and assist with events as needed
- Maintain records both electronic and hard copy
- Help with collection and synthesis of quantitative and qualitative data
- Update database to append constituent records with accurate and comprehensive research
- Perform other duties as assigned

### **Preferred Qualifications and Experience**

- Candidate must be enrolled in college. Majors in Business Management, Non Profit Management or Museum Studies preferred. Internships for college credit highly preferred
- Handles projects independently, with a minimum amount of supervision
- Maintains confidentiality of information, materials and files
- Attention to detail and ability to organize and prioritize

- Excellent communication skills and good telephone manner
- Ability to interact comfortably and confidently in a team environment
- Strong writing skills
- Ability to commit to 10-16 hours per week
- Working knowledge of Microsoft Office applications. Tessitura knowledge a plus
- Interest in science, museums and/or philanthropy a plus

## Work Culture at a Glimpse

### Schedule

This is a part-time unpaid position. The ideal candidate must be available to complete the 10-16 hours during the weekday. Some evenings and weekends may be requested, as special events require.

### Travel

This position may require occasional travel in the greater Metro region.

### Environment

Liberty Science Center is located in a beautiful waterfront state park in Jersey City, New Jersey. Not only is Jersey City easy to get to from any points in Northern NJ and Manhattan, but it also holds the title of the most diverse city in the United States. Employees have access to free parking, the Hudson-Bergen Light Rail, and the NJ Path train. In addition, all employees have access to an on-site café, a terrace with stunning NYC views, and on-site yoga.

### Physical Demands

While the majority of this job will be performed in an open area work environment, sometimes the position may require frequent visits to the museum floor (walking on concrete floors, climbing stairs, etc). The ability to lift 30 lbs or more and stand for long periods of time may be asked of you during a special event.

### Benefits

- 25% discount in LSC gift shop
- 25% discount in on-site cafeteria
- Six free exhibit & theater passes after 100 hours of volunteering
- \$75.00 travel reimbursement once a year
- Volunteer Recognition dinner

### To apply:

Please visit our website and apply online at: <https://lsc.org/volunteer/intern> Once you apply online, please answer the required questions and send a copy of your resume to [intern@lsc.org](mailto:intern@lsc.org)

*Liberty Science Center is proud to provide an equal opportunity workplace. All qualified applicants will receive consideration for employment without regard to race, color, ancestry, religion, sex, national origin, sexual orientation, age, citizenship, marital status, disability, genetics, gender identity, or veteran status and will not be discriminated against on the basis of such characteristics or any other status protected by the laws or regulations in the location where we operate. LSC actively supports Americans with Disabilities Act and will consider reasonable accommodations.*