



## **Development Internship Opportunity**

*Description:* The Development intern will assist the Development and Marketing team with a variety of duties and projects that further the Idaho State Historical Society's mission to preserve and promote Idaho history.

*Duties include:*

- Data input, cleanup and mining of the agency's database, Bloomerang
- Prepare reports for donor acquisition, cultivation and stewardship
- Work closely with Foundation for Idaho History Philanthropy and Stewardship committees
- Prepare thank you and solicitation correspondence
- Assist with logistics for fundraising events
- Assist with logistics for member/volunteer events, donor cultivation and stewardship events
- Assist with social media posts for member/donor recognition

*Skills/Qualifications:*

- Pursuing a degree in history or related fields
- Proficient computer skills, including Microsoft Office Suite (Word, PowerPoint, Excel, etc.)
- Attention to detail
- Excellent written and verbal communication skills
- Energetic and eager to tackle new projects and ideas
- Positive attitude
- Time management

*Supervision:*

This position will be supervised by the ISHS Development & Marketing Administrator