**Development Assistant Intern 2018-2019**

**Job Description**

**Duties:** Assist the Development Director and Board of Directors with Fundraising and Development efforts. Assist Development Director with obtaining exhibition, planetarium and education sponsorships.  Assist Development Director with prospecting and obtaining corporate memberships. Assist Development Director with grant proposals and various development duties. Schedule small fundraising events on behalf of the Eugene Science Center. Assist Development Director with prospecting of potential individual and business donors. Assist Development Director with large fundraising initiatives including capital projects. Enter donor information in donor database  (DonorPerfect) and provide administrative tasks on behalf of Development Director.

**Qualifications:**

* Excellent written and oral communication skills
* Passion for connecting children with science
* Skilled in interpersonal communication.
* Strong customer service orientation
* Work will in both individual and team settings
* Excellent organizational skills and attention to detail
* Team player
* Flexibility and adaptability
* Grant or proposal writing experience preferred
* Sales or non-profit fundraising experience preferred
* Required computer skills: proficiency with Microsoft Office (Word, Excel, PowerPoint) as well as Google (Gmail, docs, drive, calendar, etc)

**About the Eugene Science Center:**

The Eugene Science Center strives to engage children, excite their curiosity, inspire them toward a lifelong love of science, and empower them to use science and technology to improve their communities.  Our Vision is empowered communities that foster scientific learning and innovation to help create a better world. We provide a variety of educational programming including interactive exhibitions, planetarium shows and presentations, school programs, science camps, and special events. We primarily serve children ages 0 to 14 along with their families, teachers and guardians.