



MADISON PUBLIC LIBRARY

Foundation

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Madison, WI 53703

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Title: Development Intern

Compensation: \$15.00 per hour

Hours: 15 per week, semester-long position

Madison Public Library Foundation is seeking a **Development Intern** to join our nonprofit team. This position is an excellent opportunity to gain experience in and familiarity with donor management, grant applications and reporting, prospect research, event planning, and the day-to-day operations of a nonprofit.

Duties include:

- Draft correspondence, reports and grant applications for donors, including individuals, corporations, foundations and government
- Conduct research and prepare profiles on prospective donors
- Assist with donor files and database maintenance
- Plan and assist with donor recognition and fundraising events
- Assist with communication to donors, including mailings, email campaigns and other special projects
- Participate in Donor Development Committee meetings
- Complete other office tasks as needed

Job qualifications:

- A current college student with interest in fundraising and/or nonprofit management
- Strong writing and organizational skills required, with attention to detail
- Ability to comfortably interact with staff, volunteers and donors
- Familiarity with Microsoft Office Suite and Adobe
- Hours are flexible; occasional weekend or evening work may be required

The foundation's office is located in Madison's Central Library near the Capitol Square, with reliable access to many bus routes. Madison Public Library Foundation is an Equal Opportunity Employer. Foundation staff are currently working on a hybrid schedule. Per City of Madison policy, staff are required to provide proof of full vaccination against COVID-19 or weekly negative tests results at the staff member's expense.

How to apply:

Send a cover letter, resume and one writing sample to Michelle Johnson at mjohnson@mplfoundation.org. Please write "Development Intern Application" in the subject line.