



MADISON
PUBLIC
LIBRARY

Foundation

201 W. Mifflin Street
Madison, WI 53703

608.266.6318

Title: Development Intern

Compensation: \$15.23 per hour

Hours: 15 per week

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:

- Drafting correspondence, reports and grant applications for donors, including individuals, corporations, foundations and government
- Conducting research and preparing profiles on prospective donors
- Assisting with donor files and database maintenance
- Planning and assisting with donor recognition and fundraising events
- Assisting with communication to donors, including mailings, email campaigns and other special projects
- Participating in Donor Development Committee meetings
- Completing 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, Google Drive, and Adobe
- Hours are flexible, and occasional weekend or evening work may be required

The foundation's office is located at Madison's Central Library near the Capitol Square, with reliable access to many bus routes. Madison Public Library Foundation is an Equal Opportunity Employer.

How to apply:

Send cover letter and resume in PDF format to Katy Kaufman, Foundation Manager, at kkaufman@mplfoundation.org. Please include your first and last name as part of the document name for all materials you submit. Please also write "Development Intern Application" in the subject line.

Apply within these timeframes for the most serious consideration:

- Between Oct. 1 – Nov. 31 for spring internship (mid-January to mid-May).
- Between Feb. 1 – March 31 for summer internship (mid-May to mid-August)
- Between May 1 – June 30 for fall internship (mid-August to mid-December)

Exact start and end dates are negotiable upon hire.