



**Foundation**

MADISON PUBLIC LIBRARY

**Title:** Development Intern (12-month term)

**Pay:** \$17.48 per hour

**Hours:** 10-15 hours per week

Madison Public Library Foundation seeks a **Development Intern** to join our energetic, talented, high-achieving staff and volunteer team. This specific internship is an excellent opportunity to gain experience and familiarity with donor management software and best practices, gift processing, prospect research, and the day-to-day operations of a successful fundraising nonprofit. (Our office is located at Madison's Central Library near Capitol Square, with reliable access to many bus routes.)

**Duties Include:**

- Processing gifts and generating acknowledgment letters for donors
- Assisting with database maintenance and donor files
- Providing support for donor recognition activities and foundation events
- Assisting with communication to major gift donors and other special categories of donors, including mailings, email campaigns, and other special projects as assigned
- Conducting research and preparing profiles on prospective donors
- Completing other tasks as needed, particularly in support of the library's 150<sup>th</sup> in 2025

**Other Information:**

- Internship runs from mid-May 2025 through mid-May 2026. Exact start and end dates are negotiable upon hire. (Interns are not expected to work regular hours over the winter break.)
- While hours are flexible, interns should be able to commit to a regular schedule each semester/term that falls largely within the foundation's office hours (i.e. Monday through Friday from 8:30 a.m. to 4:30 p.m.).
- Very occasional weekend or evening work will be required; interns will receive advance notice of those occasions.

**Characteristics of Competitive Applicants:**

- Current college sophomore and junior with interest in fundraising and/or nonprofit management; previous experience with databases and/or data entry is a plus
- Excellent judgment, high levels of integrity, and an ability to protect sensitive information
- Strong writing, organizational, and time management skills, with keen attention to detail
- Ability to interact comfortably with staff, volunteers, and donors of all kinds
- Familiarity with Microsoft Office Suite and Google Drive and willingness to learn to use Blackbaud

**How to Apply:**

**On or before March 26, 2025,** send cover letter and resume as one document in PDF format to Katy Kaufman, Foundation Manager, at [kkaufman@mplfoundation.org](mailto:kkaufman@mplfoundation.org). Please include your first and last name as part of the document name. Please also write "Development Intern Application" in the subject line of the email.