

### **Development-Marketing Intern Position Description**

The San Diego Archaeological Center is a progressive archaeological museum, educational center and research facility preserving artifacts and sharing them with the public through innovative programming. The Center seeks an intern to assist the Development Director in day-to-day activities, including marketing during our capital campaign. This internship would give the intern valuable, real-world experience in non-profit fundraising, marketing and strategic planning.

#### **Duties:**

- Donor correspondence packaging
- Foundation, corporate and individual donor and prospect research
- Direct mail production, results tracking and analysis
- Assist with proposal development, grant writing, and grant submission
- Developing support materials for grants
- Introduction to Donor Perfect fundraising software
- Prepare capital campaign marketing materials
- Provide office support such as answering phones, assisting with mailings, filing, copying, and preparing marketing materials

#### **Knowledge and Skill Required:**

- Effective project management skills essential
- Ability to multi-task essential
- Excellent communication skills essential
- Initiative, drive, common sense, creative flair and flexibility essential
- Strong working knowledge of Microsoft Office products

#### **Compensation:**

Internship is unpaid, however intern will gain quality experience in the non-profit sector, and benefit from working with an experienced Development Director and creative staff in a casual, but professional organization. Flexible hours, approximately 20 per week.

#### **Physical Effort:**

The position involves minimal physical exertion in an office setting.

#### **Contact Information**

Please forward resume to: Marie Andersen, Director of Development  
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