

## Development

Through this unpaid internship, you will assist with all duties regarding donors and contributions to the science center. Candidate must possess a professional appearance and ability to represent Imagination Station with the utmost integrity.

### Responsibilities:

- Create sponsor recaps in PowerPoint for corporate donors
- Regularly compose thank you letters to donors and update grant tracking reports
- Fulfill Corporate Membership benefits
- Research foundations, and identify suitable prospects for the Foundation Officer
- Maintain grant record-keeping
- Recruit schools to visit Imagination Station when designated Adopt-a-School funds have been provided (during the school year only)
- Assist the Development team with The Bash fundraiser; responsibilities will include correspondence with donors & participating restaurants, ticket fulfillment, securing/collecting auction items, etc.
- Maintain the Development database

### Requirements:

- 15 – 20 hours weekly
- Minimum of a 3 month commitment
- A positive attitude and good attention to detail
- Ability to keep donor information confidential, both inside and outside the science center
- Strong organizational skills with a desire to meet deadlines and keep commitments
- Be able to pass a background check and drug test

### Benefits:

- Earn credit towards completion of your degree
- Gain solid work experience and quality references
- Network with other professionals in the industry

Applications available online at [imaginationstationtoledo.org](http://imaginationstationtoledo.org). For more information please contact the Volunteer Coordinator at [volunteer@istscience.org](mailto:volunteer@istscience.org).



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