**Development Internship**

*The mission of Heritage Hill State Historical Park is to enrich the lives of others by sharing Northeast Wisconsin’s diverse cultural and historic ties that bind our communities together.*

As a Heritage Hill Development intern, you are tasked to support the mission by assisting with the administrative work for the Development Department of Heritage Hill. This internship will provide you with valuable, real-world experience in fundraising, donor cultivation & retention, sponsorships, membership, and more. In addition, it will help you develop professional networking skills through the opportunity to work with members, donors, community stakeholders, and the public throughout Green Bay. This is an all-hands-on-deck organization, and you will have opportunities to expand your knowledge in many fields.

INTERN DUTIES AND RESPONSIBILITIES:

* Maintain thorough knowledge of Heritage Hill’s mission, strategic marketing goals, and programming.
* Assist with the planning and execution of fundraising events and initiatives.
* Support the management records (members, donors, sponsors, stakeholders, etc.
* Assist with mailings and special projects.
* Draft donor, member, and sponsorship communications including newsletters, e-newsletters, thank you’s, etc.
* Assist in preparing fundraising presentations.
* Assist in the organization and cleanup of development records.
* Perform miscellaneous office duties related to special events, including greeting customers, event ticket sales, etc.
* Creation of SOP’s relating to the tasks above.

KNOWLEDGE AND SKILLS REQUIRED:

* Experience in the Adobe Creative Suite
* Effective project management skills, ability to multitask.
* Excellent written and communication skills
* Computer proficient; strong working knowledge of Microsoft 365 and social media platforms
* Highly motivated, personable, energetic
* Punctual and reliable

SUPERVISION:

Reports to the Director of Development

HOURS OF WORK:

Internships run from semester to semester, but are flexible depending on class schedule

* Summer: mid-May to mid-August
* Fall: mid-August to mid-December

15-20 hours per week; specific hours will be coordinated with the Director of Development – some opportunity for remote work. Occasional evening and Saturday work is required to staff special events.

COMPENSATION:

This internship is paid a $500 stipend

APPLY:

Please submit your resume and cover letter to Elizabeth Jolly-Haslitt, Director of Development, [liz@heritagehillgb.org](mailto:liz@heritagehillgb.org)