

Development Intern

Location: Cincinnati, OH- Walnut Hills

Type: Internship

Organization: Music Resource Center

Description: The Music Resource Center – Cincinnati is a non-profit organization that is a fun and exciting place for students in grades 7-12 to learn about music and recording after school. The mission of MRC-Cinci is to "inspire teenagers in a culturally diverse musically focused setting to elevate lifetime and academic achievement. We utilize music education and performance experiences, both of which create opportunities to teach important life skills, while simultaneously providing a safe alternative to the streets that any teen can afford.

MRC is seeking a self-motivated, detail oriented current college student, current graduate student, or recent college graduate who is interested in serving as **Development Intern** and providing a wide range of database, research, administrative, and general support to MRC's development team. In return, MRC will provide an opportunity for the intern to gain experience in and familiarity with areas such as fundraising, philanthropy, development, youth's issues, and the day-to-day operations of a nonprofit organization with a community impact. The Development Intern will report to the Development Manager and the Executive Director.

The Development Intern will report to the Development Manager.

- Assist with all aspects of development.
 - maintaining SalesForce database
 - o developing, running and analyzing reports
 - Research prospective funders and funding opportunities
 - o process donations, from receipt to thank you letters
 - researching and assisting with grant applications
- Assist with organizing special events for donors, members and the public
- Develop marketing materials, such as flyers or brochures
- Perform general office tasks as assigned

Qualified candidates will possess:

- Great organizational, follow-up and communication skills
- Intermediate to advanced Microsoft Office, Creative Suite and Mac skills
- SalesForce experience is a plus
- Strong ability to multi-task and work in a busy environment
- Takes initiative to get things done quickly and accurately and can work productively unattended
- Exhibit high level of confidentiality relating to donor and members
- Ownership of his/her responsibilities

If interested, please send resume and cover letter to Bethany Monahan – bethany@mrccinci.org