



## **Membership Department Intern** **Summer 2018**

### **Department description:**

The membership department is responsible for all member correspondence including acknowledgments and renewal letters, member inquiries, and maintaining the museum CRM database. Working along with marketing, education, and the rest of the development team, the membership department also organizes and implements strategic development and acquisition campaigns across all platforms.

### **Daily tasks:**

- CRM database cleanup/maintenance
- Review all online orders for profile duplicates and errors
- Assist with membership print and digital correspondence as needed

### **Long-term projects/goals:**

- Full CRM database cleanup

### **Learning outcomes for intern:**

- Experience with CRM database (Altru), Excel, Word, Outlook
- Experience in donor correspondence, acknowledgement, and fulfillment
- Experience in administrative assistance and development operations

### **Minimum requirements:**

- PC proficient
- Highly detail oriented in digital atmosphere

### **Hours per week:**

10 hours per week; 5-hour shifts 2 days per week

### **To apply:**

Please email your cover letter and resume as a PDF attachment to the intern coordinator, Kristen Anthony at [kanthony@lagunaartmuseum.org](mailto:kanthony@lagunaartmuseum.org). Please use "Membership Internship Application" as the subject line.