Title: Development Intern

Compensation: $500 stipend per semester

Hours: 12-20 per week, semester-long position

Madison Public Library has been a leader in building and sustaining a literate community, transforming lives through knowledge and information and enhancing Madison's high quality of life. Madison Public Library promotes lifelong learning by creating welcoming spaces that offer collections and services to inform, inspire, enrich and entertain. Madison Public Library Foundation was established to assist in filling the financial gap between appropriated city funds and the ever-rising costs of library resources and services that meet the diverse needs of our community.

The foundation is currently looking for an outgoing, creative intern to join our small office team.

General Development Responsibilities
The Madison Public Library Foundation is seeking a current college or graduate student or recent college graduate who is interested in serving as an intern and providing a wide range of general support to the Foundation's development team. The Foundation will provide an opportunity for the intern to gain experience in and familiarity with areas such as fundraising, event planning and the day-to-day operations of a library foundation.

Duties include:
• Assist in planning donor events and other activities; help at special events
• Assist with mailings, filing, and special projects as needed
• Assist the development staff with donor files and database maintenance
• Assist with Wisconsin Book Festival sponsorships, social media and other Book Fest related events
• Write press releases, media advisories, and articles
• Develop press and contact lists for the Wisconsin Book Festival
• Other communications- and event-related tasks as needed

Job qualifications:
Enrolled in a college or university pursuing a degree in nonprofit management, communications, journalism, marketing, business, event management, humanities or liberal arts discipline, or a related field. Recent college graduates are also welcome to apply. Applicant should have strong writing and organizational skills. Familiarity with local media is a plus. Hours are flexible and occasional weekend or evening work may be required. Our office is located downtown on the bus line. MPLF is an Equal Opportunity Employer.

How to apply:
Send cover letter, resume and one technical writing sample to Jenni Collins, Executive Director of the foundation, at jcollins@mplfoundation.org. Position is open until filled.