



# TIMKEN MUSEUM OF ART

## Intern Job Description

**We're looking for a part-time intern to help with grant writing. This position will allow you to work from home while giving you valuable experience. This position could potentially count for school credits depending on each applicant's background.**

Who should apply: Graduate Students or Recent Grads interested in a nonprofit career

Duties include:

Fundraising:

- Assist in the planning and implementation of fundraising initiatives
- Coordinate and send donor communications
- Write fundraising campaign materials
- Attend team meetings, as needed
- Provide administrative support, as needed

Grants:

- Assist with the management of grant materials and information packets
- Assist in researching new granting opportunities
- Assist in the compliance and reporting requirements for grantors/funders
- Provide administrative support, as needed

You could be a great fit if you have:

- Experience in nonprofit fundraising, preferred but not required
- Great attention to detail with strong organizational skills
- Self-motivation to determine and honor deadlines
- Excellent verbal and written communication skills

Experience:

- work: 1 year (Preferred)
- total work: 1 year (Preferred)

Education:

- Bachelor's (Preferred)

Work Remotely:

- Yes, Unpaid

**Please Contact: Taylor Morgan - Grant Manager [tmorgan@timkenmuseum.org](mailto:tmorgan@timkenmuseum.org)**