



The **Summer Development Intern** serves as an ambassador for our Library, ensuring that members of the Friends of HCL community feel appreciated, valued, and included. The Summer Development Intern will be responsible for executing various personalized donor communications and will have the opportunity to assist with event logistics. This position is also responsible for engaging community members face-to-face in conversations about supporting and celebrating our Library.

Development and Stewardship (50%)

- Support the Membership Manager in executing a four-month long stewardship campaign, reaching Friends of HCL's 9,500 household membership program.
- Thank donors through phone calls, emails, and letters, and respond to donor questions in a timely and friendly manner.
- Assist in creating and effectively execute personalized and heartfelt donor communications.
- Assist with the execution of Friends of HCL donor events as necessary.

Outreach (35%)

- Engage community members in in-person conversations about our Library at various library branch locations and community events such as farmer's markets.
- Obtain, track, and analyze new Library supporter data with integrity and confidentiality.
- Provide community members with meaningful information about how to support and engage with their Library.

Administration (15%)

- Perform data scrubbing tasks to ensure Friends of HCL donor contact information is as up-to-date as possible.
- Other duties as assigned.

Qualifications:

We're looking for an individual who **believes in the transformative power of our Library** and can demonstrate the following skills and qualifications:

- Pursuing/have obtained a two-year degree, Bachelor's degree, or equivalent experience
- Independent worker with outstanding organizational, time management, and problem solving skills
- Excellent written and oral communication skills
- Commitment to Diversity, Equity, Inclusion, and Accessibility and Friends of HCL core values

What you'll gain from this experience:

This is a perfect internship for someone looking to gain more experience in the nonprofit or philanthropy sector. You'll also gain experience in supporting one of the best, most used library systems in the country—Hennepin County Library. Specific skills you'll gain are:

- Professionalism and interpersonal skills
- Learn how to use Client Relationship Management software – a critical tool in for-profit, nonprofit, and government organizations
- Gain an understanding of the complexity of nonprofit organizations, particularly in executing development and events
- Strategic thinking by assisting in managing a 9,500 household membership program

Location: Hennepin County Library – Minneapolis Central
300 Nicollet Mall
Minneapolis, MN 55401

Hours: 10 – 15 hours per week during normal business hours (9am – 5pm)

Duration: Mid-May through Mid-August (flexible)

Stipend: \$15 per hour

To Apply:

Send resume and cover letter to Courtney Backen Skinner via cskinner@hclib.org or via postal mail to:
Friends of the Hennepin County Library
300 Nicollet Mall
Minneapolis, MN 55401