**USS Hornet Museum**

**Development Internship**

**JOB DESCRIPTION**

**POSITION:** Development Internship
**REPORTS TO:** Development Manger
**LOCATION:** Aboard the USS Hornet Museum - Pier 3, Alameda CA

Aircraft Carrier Hornet Foundation preserves and honors the legacy of the USS Hornet, a national historic landmark, and its role in naval aviation, the defense of our country, the Apollo Program and exploration of space. The USS Hornet Museum connects the greatest generation of Americans with future generations, educating and inspiring them to meet their challenges. As a modern marvel of technology for its era, the Hornet provides the ideal platform for public education in the areas of science, technology, engineering and mathematics (STEM), aviation, space exploration, naval history and topics of general historic interest. Hornet is the most authentically restored aircraft carrier museum in the United States, offering an exceptional venue for unique education, event and entertainment experiences.

**DUTIES AND RESPONSIBILITIES:**

Duties and responsibilities include, but are not limited to:

**Development:**

* Donation processing in RetailPro
* Donation data entry in the Past Perfect (or Salesforce)
* Donation acknowledgment letters
* Answering donor phone and email queries
* Filing
* Producing Reports
* Assisting with Development event.
* Misc. development tasks as assigned
* Weekly Calendar of events update
* Misc. development tasks as assigned

**Membership:**

* Membership transactions, processing
* Membership data entry in Past Perfect
* Membership fulfillment
* Membership phone sales and inquiries
* Assisting with Membership events
* Misc. membership tasks as assigned

**QUALIFICATIONS:**

* Bachelor’s degree with preferred emphasis in communications, English, marketing, advertising or related field.
* At least 2-5 years of experience in customer service or development.
* Must have a high level of organization and attention to detail, experience in event management, schedule coordination and ability to plan and meet deadlines.
* Excellent communication skills: listening, verbal and written
* Ability to solve problems in an ever-changing environment; high degree of flexibility and adaptability.
* Must have an open, positive attitude and enjoy working in a highly collaborative, team-oriented environment where a diversity of opinion is valued and encouraged.
* Strong computer skills (MS Office; Word, Excel, PowerPoint, Internet) and ability to learn new programs when needed.
* Adherence to the Hornet’s strategic goals and core values a must.
* Must be able to deal effectively, politely, and interact productively with all types of people.
* Must have comfort level in a museum environment, aboard an historic WWII era aircraft carrier (specifically, the physical environment of a steel ship with ladders, tight passageways and many areas exposed to the natural elements.

**WORKING ENVIRONMENT:**

This is a part time 20 hour a week position. The position is located onboard the USS Hornet in Alameda, California. This position may require local travel and may include evenings or weekend hours as needed for events.

**COMPENSATION:**

This is a non-paid position.

**APPLY:**

Please submit cover letter, resume and 3 professional references to armando.zumaya@uss-hornet.org