

Internship Opportunity

Position: Development Associate

Reports to: Director of Development and Alumni Relations

The **Development Associate** reports to the Director of Development but works closely with staff across the organization to further AHF's mission and current strategic plan. This position is responsible for assisting in and supporting the Hall's (AHF's) philanthropic program.

The primary duties and responsibilities of the **Development Associate** include:

- Manage new donor and prospect data input
- Maintain the accuracy and integrity of the PRTC database by ensuring that all information is kept current
- Assist with reporting and
- assists with the finalization of guest lists.
- Manage with monthly reconciliation of gift records with finance records.
- Support donor and fundraising event planning
- Prepares and mails donor and donor prospect communications, including stewardship communications, solicitations, and acknowledgements.
- Support to other marketing and public relations efforts.
- Support grant submissions with research, data collection, fact checking and proof reading.
- Perform basic administrative duties such as filing, etc.

The Automotive Hall of Fame is dedicated to ensuring our internship opportunities will build usable skills to be added to your resume. AHF Internships are project-based, with added responsibilities added based on aptitude.

Additional opportunities for the **Development Associate** include but are not limited to:

- Interviewing subject matter experts
- Pitching and crafting online content according to Hall of Fame themes and messages focus

Wage; \$11/hour; full-time available

Duration: Position available June 1st, 2020 – December 15th, 2020 with the possibility of extension.

Conditions: Be prepared to work virtually with availability Mon-Fri for Zoom meetings. Working onsite will be based on restrictions appropriate for the restoration of business norms. Access to a computer is appreciated. If you do not have access to a computer one may be provided to you.

Skills required: Knowledge of Microsoft Suite and experience using Donor Perfect or other donor database(s). Must possess strong interpersonal skills and display exceptional time-management and organizational skills. Must demonstrate a professional demeanor whether speaking to others in

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person, over the phone, via email or through letters. There is the expectation to have the ability to work flexible hours, including occasional nights and weekends, and be able to display command of the Automotive Hall of Fame's mission, work, and strategic plan in short time.

To Apply: Please send resume and cover letter to Eva Holinski at eva@thedrivingspirit.org with the subject Historical Research Archivist Application. You may also post your cover letter and resume to:

Automotive Hall of Fame
Attn: Development Associate Application
21400 Oakwood Blvd.
Dearborn, MI 48124

About the Automotive Hall of Fame

The mission of the Automotive Hall of Fame is to honor and celebrate the accomplishments of individuals in the international motor vehicle industry through awards and educational programs that challenge young and old alike to higher levels of personal achievement.

It began in 1939 as the "Automobile Old Timers" association in New York, NY. Its mission was to perpetuate the memories of the early automotive pioneers. It moved to Washington, DC in 1960, and then Midland, MI in 1971 before moving to its current location in Dearborn, MI in 1997.

The Hall of Fame building is 25,000 square foot museum with exhibits and information honoring its awardees. The exhibits illustrate major automotive contributions and innovations by men and women from around the world. Since its founding in 1939, AHF has honored nearly 800 men and women.

The Hall of Fame also has a digital presence with a website, blog, emails and social media that tell stories of the people behind the automotive industry and the vehicles, innovations and technology that they have influenced. This includes stories, biographies, photo galleries, videos and more that are continuously updated to keep stories fresh and relevant for the visitors.