



## INTERNSHIP LEARNING PLAN-MFI 501c3 NON-PROFIT MUSEUM OF MOTHERHOOD

### **Internships: Museum of Motherhood**

Name: M. Joy Rose, Director

Location: 538 28<sup>th</sup> St. N. St. Pete in the Arts Enclave of Historic Kenwood

### **Job Title: Non-Profit Administration and Grant-Writing**

**Purpose:** The Museum of Motherhood seeks to actively enhance student's educational experiences, preparing them for real life situations and future employment. We are an exhibition and education center concerned with the interdisciplinary study of mothers, fathers, and the evolution of family.

### **Duties and Responsibilities:**

- Identify funding resources
- Engage in preliminary information gathering sessions pre-grant writing
- Attend local resource agencies grant-writing workshops
- Network with local funding agencies
- Write a grant
- Create one online fund drive
- Implement online fundraising initiative
- Create social media posts

### **Learning Goals:**

- Learn about fundraising and grant writing
- Practice written job skills
- Become familiar with the social, cultural, and public health issues families face
- Learn about social media campaigns that solicit funds
- Connect with local community partners and non-profits
- Learn how to maintain an excel database
- Gain online experience

**Time Commitment:** 5-20 hours per week

### **Requirements:**

Students should be good at working on their own and eager to learn about non-profit funding opportunities. It would be helpful if they had well-developed writing skills and a willingness to conduct research. This would be an excellent internship for someone who is interested in non-profit fundraising or the administrative business sector.