**Donor Database CRM intern**

The Center for Investigating Healthy Minds at the Waisman Center is a neuroscience lab at the University of Wisconsin-Madison that conducts rigorous scientific research on healthy qualities of mind such as kindness, compassion, altruism, forgiveness, mindfulness and well-being.

The research at CIHM is funded by donors from around the world. In order to better manage these relationships, we have purchased a CRM system called DonorPerfect. This donor database allows us to track a donor’s giving history, run reports, and communicate with our constituents.

We are seeking a highly qualified intern to help us manage this system. This would be an excellent experience for a student with future plans to work in marketing, nonprofit management, or computer science fields.

This intern would assist CIHM’s Outreach Specialist in management of the CRM system, and support the development team’s fundraising strategies.

Responsibilities include:

1. Provide database maintenance including, but not limited to, creating and updating constituent records, coding and entering donations, importing data, identifying and overseeing database maintenance projects and performing routine data monitoring and maintenance (40%)
2. Develop processes to standardize the importing and exporting data, and synchronization between CRM system and mass email marketing tools (15%)
3. Create queries, exports and reports as needed by staff: extract, analyze, reconcile and distribute data on donor giving, demographics and other development activities (15%)
4. Produce donor acknowledgement and engagement letters, appropriately tailored as needed (15%)
5. Assist with the coordination of targeted donor mailings (15%)

Experience:

- Experience and proficiency in Microsoft Excel, database management, and email marketing tools (such as Constant Contact or MailChimp)
- Desire to provide excellent customer service
- Excellent analytical and problem solving skills
- High attention to detail and accuracy
- Excellent oral and written communications skills
- Initiative, resourcefulness, and the ability to work in a fast-paced and flexible team Environment
- Excellent organizational and time management skills
- Must be able to work a minimum of 12 hours/week, with a maximum of 20
- Must be a student currently enrolled at the University of Wisconsin-Madison

Please send your resume and cover letter to:
Leo Dreyfuss, Outreach Specialist
ldreyfuss@wisc.edu
*We will accept applications until Monday, September 22nd*