

### **Internship Description: Database Intern - Institutional Advancement**

The Virginia Museum of Contemporary Art (Virginia MOCA) is seeking a dedicated and detail-oriented Database Intern to support the Institutional Advancement Department. The primary responsibility of this role is to accurately record constituent information within the fundraising database (NEON CRM), thereby contributing to the museum's development efforts. The Database Intern will collaborate with instructors, staff, and volunteers, reporting to the Database Coordinator. This role offers valuable hands-on experience in data management, advancement, and database operations within the context of a vibrant contemporary art institution.

### **As a Database Intern in the Institutional Advancement, Department at Virginia MOCA, you will:**

- Participate in comprehensive training to understand the museum's mission, values, and database procedures.
- Accurately enter and update data in NEON CRM, ensuring the integrity and quality of constituent information using multiple integrative platforms
- Assist the Database Coordinator in daily data hygiene review processes, which include merging duplicate accounts, standardizing data fields, and reconciling key constituent and corporate accounts.
- Collaborate with the Database Coordinator to cross-reference stored documents, contributing to the development of best practices and standard operating procedures for data input.
- Create backup copies of the CRM as records are reconciled, ensuring data security and preservation.
- Adhere to data integrity and protection policies, safeguarding confidential constituent information and donor-specific data.
- Complete additional tasks as assigned to support the Institutional Advancement team.

### **The following qualifications and skills are recommended for success in this role:**

- High School Diploma, with some college experience preferred.
- Strong interest in mathematics or computer science, with a passion for data management.
- Proficiency in Microsoft Office Suite, particularly Microsoft Excel.
- Coding experience with SQL, Python, and/or others is a plus.
- Ability to visualize data, recognize patterns, and solve problems effectively.
- Meticulous attention to detail and a commitment to maintaining data accuracy.
- Strong IT skills and general technology proficiency.
- Prior experience working with databases is preferred but not required.

### **Application Process:**

To apply for the Database Intern position with Virginia MOCA's Institutional Advancement Department, please submit your resume and a cover letter detailing your relevant experience and interest in the role to [careers@virginiamoca.org](mailto:careers@virginiamoca.org). Additionally, provide up to three academic or professional references that can speak to your qualifications.

Virginia MOCA is an equal-opportunity employer and encourages individuals from diverse backgrounds to apply.

Type: Part-Time Internship

Classification: Non-exempt

Compensation: \$12 per hour

Schedule: [10-20 hours a week]

Department: Development

Reports To: Database Coordinator