



575 3rd Street, NW
Washington, D.C. 20001

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CapitalJewishMuseum.org

The Lillian and Albert Small Capital Jewish Museum
Membership and Advancement Internship
Fall 2024

INTERNSHIP DESCRIPTION

The Membership and Advancement Intern supports membership and fundraising initiatives. In this collaborative, entry-level role, you will get a chance to learn important skills and gain professional experience about membership management, fundraising, and nonprofit practices. The ideal candidate has an interest in the understanding of communication protocols, can multi-task, has strong attention to detail skills, and is passionate about connecting museums and their audiences/supporters.

KEY RESPONSIBILITIES

- Maintain data hygiene and assist with data migration using CRM (Salesforce).
- Process donor gifts and memberships as needed.
- Assist with drafting communication for donors and members and developing collateral and/or media to engage with members.
- Assist with the creation of a Membership/Advancement department manual.
- Prepare, organize, and mail new member onboarding material.
- Send membership cards to new members and members as they renew.
- Assist with preparing and mailing membership renewal packets.
- Prepare prospect research for Chief Advancement Officer and Executive Director.
- Identify strategic outreach efforts to membership and sponsorship prospects.
- Assist with set up for member and donor events including upcoming Inaugural Gala.
- Assist with Gala communications and attendee data collection.

QUALIFICATIONS

- Excellent written and verbal communication skills
- Familiar with DC history and the cultural landscape.
- Currently enrolled in or recently graduated from a communication, museum studies, Jewish studies, nonprofit management, business administration, or a related field.
- Positive team player capable of working both independently and with a group.
- Knowledge of Microsoft applications (Excel, Word, PowerPoint)

DURATION

The internship will be for the fall semester, September-December 2024, with the possibility of extension into the spring. This is an **in-person** internship requiring 20 hours per week. Hybrid options are also possible, but in-person hours are required.

COMPENSATION

The stipend for this internship is \$2,200. College/University credit is also possible; interns will coordinate with their departments.

SUPERVISORS

Raven Orlikoff, Membership and Development Manager

To apply please submit a resume and letter of interest to hsilberg@capitaljewishmuseum.org with the name of the internship (Membership and Advancement Intern) in the subject line. The deadline to apply is August 1st.