

The Lillian and Albert Small Capital Jewish Museum
Membership and Advancement Internship
Fall 2026

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.

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 2026, 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, Associate Director of Administration

To apply please submit a resume and cover letter as one PDF document to hsilberg@capitaljewishmuseum.org with the name of the internship (Membership and Advancement Intern) in the subject line. The deadline to apply is Monday, August 3rd.