



Advancement Intern Spring 2024

INTERNSHIP DESCRIPTION

The Advancement Intern supports both communications and fundraising initiatives. They will report to both the Communications Specialist and Membership Coordinator.

In this collaborative, entry-level role, you will get a chance to learn important skills and gain professional experience about messaging and branding, fundraising and audience development, and nonprofit practices. The ideal candidate has a strong understanding of communication protocols, is a skilled writer, and has a passion for connecting museums and their audiences/supporters.

KEY RESPONSIBILITIES

- **Messaging:** Uncover the stories that our target audience wants to know. Help shape answers to reoccurring inquiries
- **Branding:** Help translate the Museum's mission into succinct and visually engaging digital soundbites.
- **Publication:** Support production of a wide array of digital materials, including social media, email marketing and the website's blog. Keep pace with what's trending – both from a content perspective and technological perspective – and apply these trends to a range of deliverables.
- **Administrative Tasks as Needed:** Help develop museum style guide. Update social media guidelines. Data entry and list management.
- **Development Operations:** Assist with data hygiene and migration using donor CRM (Salesforce). Process donor gifts as needed. Assist with membership renewal mailings.
- **Development Communications:** Assist with drafting communication for donors and members and developing collateral and/or media to engage with members.

DURATION

Internship will be for the spring semester, January-May 2024. This is a hybrid virtual and in person internship requiring approximately 20 hours per week.

COMPENSATION

The stipend for this internship is \$1500. College/University credit is also possible; interns will coordinate with their departments.

REQUIREMENTS & QUALIFICATIONS

- Excellent written and verbal communication skills
- Experienced user of Canva or Adobe Photoshop or InDesign; Animation skills and video editing a plus
- Passionate about museums, local history and/or Jewish culture

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CapitalJewishMuseum.org

- Knowledgeable of Jewish cultural values and traditions.
- 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

SUPERVISORS

Raven Orlikoff, Membership Coordinator

Maura Scanlon, Communications Specialist

To apply please submit a resume and letter of interest to info@capitaljewishmuseum.org with the name of the internship (Advancement) in the subject line. The deadline to apply is Wednesday, November 15th.

