



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

202-789-0900

CapitalJewishMuseum.org

Development Intern Spring 2024

INTERNSHIP DESCRIPTION

The Development Intern supports membership and fundraising initiatives. They will report to the Membership Coordinator.

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 a strong understanding of communication protocols, can multi-task, is a skilled writer, and has a passion for 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.
- Create and develop a Membership/Advancement department manual.
- Prepare, organize, and mail new member onboarding material.
- Send digital 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.

QUALIFICATIONS

- Excellent written and verbal communication skills
- Passionate about museums, local history and/or Jewish culture
- 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

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 \$1,500. College/University credit is also possible; interns will coordinate with their departments.

SUPERVISOR

Raven Orlikoff, Membership Coordinator

To apply please submit a resume and letter of interest to info@capitaljewishmuseum.org with the name of the internship (Advancement Intern) in the subject line. The deadline to apply is December 1st 2023.