



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
Spring 2025

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, January-April 2025, with the possibility of extension into the summer. 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 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, November 4th.