

■ ■ ■ LILLIAN AND ALBERT SMALL CAPITAL JEWISH MUSEUM

The Lillian and Albert Small Capital Jewish Museum Membership and Advancement Internship Summer 2025

INTERNSHIP DESCRIPTION

The Membership and Advancement Intern supports membership and fundraising initiatives. They will report to the Membership and Development Operations Manager. 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 understanding communication protocols, can multi-task, strong attention to detail skills, Microsoft Word and Excel experience, 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.
- 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.
- Assist with Gala communications and attendee data collection.

REQUIREMENTS & 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

The internship will be for the summer semester, June-August 2025 with the possibility of extension into the Fall. This is a hybrid virtual and in person internship requiring approximately 20 hours per week.

COMPENSATION

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

SUPERVISORS

Raven Orlikoff, *Membership and Development Manager*

To apply please submit a resumé and cover letter in one PDF to hsilberg@capitaljewishmuseum.org with the name of the internship (Membership) in the subject line. The deadline to apply is Monday, March 17th.