

DEVELOPMENT VOLUNTEER INTERN

Summary:

Department: Development
Reports To: Chief Advancement and External Affairs Officer
Duration: June 1 – August 10, 2018, 30-35 hours per week
Updated: March 8, 2018

The Dallas Holocaust Museum/Center for Education and Tolerance is seeking an intern to assist with various tasks and responsibilities in the Development Department. Under the direction of the Chief Advancement and External Affairs Officer, this intern will be directly involved in planning and day-to-day operations of the department.

Job Duties:

- Assist with development events, including those for members, donors, and capital prospects
- Assist with donor communications, i.e. mailings, calls and materials
- Support database administration
- Attend Development Department meetings

Key Requirements:

- Enrolled as an undergraduate or graduate student
- Interested in a career in nonprofit fundraising and event management
- Proficiency with Microsoft Office, specifically Excel
- Database knowledge preferred
- Willing to support the mission of the Dallas Holocaust Museum
- Able to interact well with Museum staff, students, and visitors

JOB REQUIREMENTS

Education: Enrolled as an undergraduate or graduate student
Experience: No prior experience required

Proficiencies:

- Microsoft Office, including Excel
- Database knowledge preferred
- Organized and detail-oriented

Applicants, please send cover letter referencing the job title and resume to Annie Black, Assistant Director of Programs, ablack@dallasholocaustmuseum.org.