

DEVELOPMENT VOLUNTEER INTERN

Summary:

Department: Development

Reports To: Chief Advancement and External Affairs Officer

Duration: June 10 – August 9, 2019, 30-35 hours per week

Updated: January 22, 2019

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.

Responsibilities:

- 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:

- Interested in a career in nonprofit fundraising and event management
- 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

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