



Internship Title: DEVELOPMENT INTERN

About Associates: **Smithsonian Associates** advances the Institution's mission "to increase and diffuse knowledge" through life-enriching educational and cultural experiences inspired by the Smithsonian's research and collections for DC-region students, families, and adults, and for learning communities nationwide.

Intern Duties: The intern will assist with the daily general office duties in the Development department such as:

- Creation of marketing materials, cultivation and stewardship materials for donors
- Preparation of acknowledgement letters, renewal letters and other specialized donor mailings
- Produce research profiles for donor prospects and current donors
- Data entry in donor tracking software

Professional Development Opportunities:

- Training and practice in development software platforms
- Expand research and organizational skills
- Exposure to macro (SI-wide) and micro (TSA) development efforts
- Improve writing skills through variety of communication mediums (formal letters, marketing materials, web content)
- Possible opportunity to participate in grant/proposal writing process
- Network with interns in Smithsonian Associates and across the Smithsonian

Qualifications:

- Good research and writing skills
- Professional demeanor, organizational and communication skills
- Experience in a work environment interacting successfully with others
- Ability to work quickly, and with attention to detail with confidential materials
- Familiarity with Microsoft Word, Microsoft Excel, and the Internet

Seasons: Spring (Jan - May), Summer (Jun - Aug) and Fall (Sept - Dec)

Time Commitment: 24 hrs/week; 1 full semester

Schedule: Three days per week, 9 a.m. to 5 p.m.

Supervisor: RuthAnn Clark, Advancement Manager

Compensation: All Associates internships are unpaid and housing is not provided. College credit may be granted, but must be coordinated in advance with the intern's university/college.

Location: S. Dillon Ripley Center, Smithsonian Institution, Washington, D.C.

To be considered in the first round of applications, please submit your materials by the dates below:

Fall Positions: July 1

Winter/Spring Positions: October 1

Summer Positions: February 1

Applications received after these dates will still be considered on an as-needed basis.

To Apply: Complete the online application at <http://SmithsonianAssociates.org/Internships>. Questions can be directed to the Intern Coordinator at TSAInternships@si.edu or (202) 633-8631.