



National World War I Museum and Memorial
Intern Program Area: Non-Profit Administration and Development

Intern Position: Non-Profit Administration and Development

Reports To: Vice President of Development

Program Summary: This is an unpaid internship program. This program will focus on providing general support to Development and/or Administrative department activities including research and clerical support, with particular attention to donor tracking database.

The intern is expected to embrace the National World War I Museum and Memorial's stated mission and core values and demonstrate support for them through professional interactions and performance of their intern duties.

Schedule: Flexible based on availability.

Areas of Concentration:

- Data entry and organization of database files
- Update donor information
- Assist staff in research for special projects
- Assist with the acknowledgement process and direct mail tracking
- Assist with capital campaign activities
- Provide overall administrative support

Preferred Experiences/Aptitudes:

- Some college credit and working towards a degree
- Essential ability to keep confidentiality
- Organized self-starter with exceptional attention to detail
- Ability to work efficiently and effectively under multiple deadlines.
- Research and creative thinking skills.
- Ability to articulate ideas clearly and concisely both verbally and in writing.
- Flexibility.
- Proficient use of Microsoft Word and Excel.