Timeframe: flexible dates (winter and spring internships available)

Application Timeline: Rolling Admission

Project Description: SLC Intern – Development Department

This is an unpaid internship opportunity wherein the intern will support the Smithsonian Latino Center’s development activities, gain valuable fundraising research skills and exposure to an arts non-profit organization. The intern’s primary duties include conducting research on existing and prospective individual, foundation, and corporate donors. Furthermore, the intern attends bi-weekly SLC staff meetings, weekly SLC development meetings, and project-related development meetings as appropriate.

Assist Development Assistant in the following tasks:

- Perform research on prospective donors and funding sources using online and hard copy resources
- Maintain contact list/database of potential funders
- Review and evaluate funding opportunities from development resources (online and hard copy)
- Coordinate in-house mailings to prospective and existing corporate, foundation, and/or individual donors
- Support with development and board meeting coordination
- Assist with development-related correspondence and other communication channels
- Special projects and administrative duties as assigned

Qualifications

- Experience in conducting online research
- Proficiency in MS Office applications, especially Word and Excel
- Excellent and professional written and oral communication skills
- Exceptional attention to detail
- Resourcefulness and a can-do attitude
- Interest in and general knowledge of fundraising, prospect research, and/or Latino arts and culture is helpful

Background Information:

SLC Mission Statement: The Smithsonian Latino Center is the division of the Smithsonian Institution that ensures that Latino contributions to art, science and the humanities are highlighted, understood and advanced through the development and support of public programs, scholarly research, museum collections and educational opportunities at the Smithsonian Institution and its affiliated organizations across the United States and internationally.

Hours: 24 hours/week (three days/week)

Dress: Business Casual

Address: 600 Maryland Avenue SW (cross street 7th and Maryland Avenue SW)
Suite 7042
Washington DC 20024
Metro Stop: L’Enfant Plaza

Please email SLCEducation@si.edu with the subject heading internships for further application information.