Development and Communications Specialist Intern

**Department:** Development  
**Reports to:** Development and Communications Manager

**Basic Purpose**
Responsible for supporting the fund development and marketing at the Holland Museum, the internship will split their time learning best practices of each role. The intern will research potential grant opportunities, work to expand our membership base, learn website design and updating, and work with a graphic designer to create marketing materials for programming.

**Responsibilities and Accountabilities**
- Build relationships with current and future supporters  
- Preform grant research process  
- Provide support for donor relations  
- Gain experience in social media, print design, web content editing, fund development and project management  
- Maintain confidentiality  
- Maintain a professional demeanor, including during training sessions and with other staff and volunteers.  
- Perform a variety of other administrative and clerical functions in support of the department’s mission including: assisting with correspondence, coordinating mass mailings and data entry.  
- Act as part of a Summer Intern Council that will tackle issues of cultural importance for the community that the Museum serves. The Council will be guided by the Museum staff to complete a project that will develop leadership and communication skills. Responsibilities include:  
  • Look for opportunities to address issues that require cross functional skills, creative problem solving, relationship building, and an understanding of the greater organizational strategy of the Museum.  
  • Meet with other interns over the course of the summer to develop sub teams and plans to address the project(s) they have chosen.  
  • Commit to roughly 5 hours of work for the Council per week.  
  • Sub teams will report back to the museum staff to present results of project(s) at the end of the summer.  
- Other duties as requested or assigned.

**Education and Experience**
High school diploma or equivalent required. BA/BS in a related field preferred. One to three years’ experience working in customer service or communications.

**Job Knowledge, Skills, and Abilities**
- Must have exceptional customer service and communication (verbal and written) skills.  
- Interest in marketing, public relations, event management, graphic design, and fund development.  
- Willingness to learn, a “can do” mentality.  
- Creative, with analytical and problem-solving skills.  
- Able to work independently and follow through on tasks to completion.
- Ability to work with a diverse public and a diverse workforce.
- Ability to perform physical tasks (lift 30 lbs.) with physical mobility and ability to climb stairs.
- Demonstrated computer proficiency, including an excellent working knowledge of Microsoft Windows/Mac OS, email, the Internet, social media, etc. Database software knowledge a plus.

**Work Schedule**
15-20 hours per week.

**Compensation**
A $850 stipend will be paid upon successful completion of the internship. Housing is not included as part of this internship.

**To Apply**
Submit cover letter, resume, writing sample, and the names and contact information for three professional references to Katie Baker, Development and Communications Manager, at kbaker@hollandmuseum.org.