



DEVELOPMENT INTERNSHIP OPPORTUNITY – PAID

The National Society of The Colonial Dames of America (NSCDA) promotes appreciation for the people, places and events that led to the formation and development of our country. The NSCDA, which is an unincorporated association of 44 Corporate Societies with more than 15,000 members, has been a leader in the field of historic preservation, restoration and the interpretation of historic sites since 1897. The NSCDA headquarters is located at Dumbarton House, a Federal period house museum in D.C.

The NSCDA is looking for a Development Intern to support the staff of a busy development team, which includes a Director of Development, Advancement Officer, and Development Data Manager. Throughout the internship, the candidate will learn about fundraising and development for nonprofits. This position is primarily in person with potential remote elements.

A \$1000 stipend will be awarded and/or academic credit may be arranged in cooperation with a sponsoring college or university.

Duties:

- Support for our Fall Annual Appeal, which can include the following
 - Donor database review
 - Gift Acknowledgement
 - Creating fundraising materials
 - Preparing reports
- Grant prospecting
- Perform other tasks as needed

Qualifications Needed:

- Prior development experience
- Excellent research, written, and oral communication skills
- Excellent organizational skills and attention to detail
- Self-motivated and able to work independently with minimal supervision
- Proficiency in Microsoft Word and Excel
- Access to a computer, a stable internet connection and ability to operate tele-conference software.

Schedule:

- 180 hours (approx.15 hours per week)
- Early-September – early-December, depending on schedule
- Must have availability at least 2 days a week, primarily in-person

To Apply:

- Send cover letter and resume to: education@dumbartonhouse.org with subject heading: **Development Intern.**
- Deadline for applications is Sunday, July 18th; position will remain open until filled.
- The incumbent is not eligible for benefits. Dumbarton House is an Equal Opportunity Employer. A background check is required for employment.
- Qualified applicants will be contacted to schedule an interview. Please do not contact Dumbarton House to inquire about the status of your application.