



DEVELOPMENT INTERN

Paid Position

Summary:

Department: Development

Reports To: Advancement Coordinator

Duration: June 5 – August 7, 2024, 25 hours per week

Updated: January 30, 2024

The Dallas Holocaust and Human Rights Museum is seeking a summer intern to assist with various tasks and responsibilities in the Development Department. Under the direction of the Advancement Coordinator, this intern will be directly involved in planning and day-to-day operations of the department. This is an in-person position.

The Dallas Holocaust and Human Rights Museum is an equal opportunity employer. We value and strongly encourage a diverse environment.

Responsibilities:

- Assist Development staff in event planning and day-of event activities
- Assist with donor communications, e.g. mailings, calls, and materials
- Support database administration
- Attend Development Department meetings
- Conduct prospect research on individual, foundation, and corporate donors, and draft profiles of prospective donors for the Development team
- Perform general administrative duties to assist the Development team, including solicitation mailings, general filing, and office organization
- Assist in other duties as directed by the Advancement Coordinator

Key Requirements:

- Proven experience with Microsoft Office Suite, including Microsoft Excel
- Ability to work independently and take initiative on projects
- Discretion when dealing with sensitive issues and information
- Database knowledge preferred
- Willing to support the mission of the Dallas Holocaust and Human Rights Museum to teach the history of the Holocaust and advance human rights to combat prejudice, hatred, and indifference
- Able to interact well with Museum staff, students, and visitors

JOB REQUIREMENTS

Education: Enrolled as an undergraduate or graduate student

Experience: The ideal candidate will be detailed-oriented, have strong communication, organizational, and research skills, and exhibits self-initiative and resourcefulness. Interest in a career in nonprofit fundraising or event management preferred.

Proficiencies:

- Microsoft Office, including Excel
- Database knowledge preferred
- Organized and detail-oriented
- Strong communication skills

Competencies

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|-------------------------------------|---------------------------|
| 1. Judgement/Decision Making | 5. Customer Focus |
| 2. Communication – Oral and Written | 6. Integrity |
| 3. Organization/Planning | 7. Initiative |
| 4. Business Literacy | 8. Collaboration/Teamwork |

Dallas Holocaust and Human Rights Museum Core Values

Respect: We treat everyone with dignity and respect.

Empathy: We understand that people have varied experiences of struggle and triumph, and we treat everyone with compassion.

Inclusivity: We value people's differences and strive to make the Museum accessible to all.

Excellence: We work to perform at the highest possible level in everything we do.

Integrity: We act ethically and transparently.

Courage: We are Upstanders.

To apply, please send to Brittnei Coe, Volunteer Coordinator, bcoe@dhhrm.org:

1. Cover letter referencing the job title
2. Resume