



ADVANCEMENT INTERN

Paid Position

Summary:

Departments: Development and External Affairs

Reports To: Advancement and Corporate Relations Coordinator

Duration: June 10 – August 12, 2026, 25 hours per week

Updated: February 11, 2026

Application Period: March 4, 2026- April 15, 2026

The Dallas Holocaust and Human Rights Museum is seeking a summer intern to assist with various tasks and responsibilities in the Development and External Affairs Departments. Under the direction of the Advancement and Corporate Relations Coordinator, this intern will be directly involved in planning and day-to-day operations of both departments. 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:

- Perform general administrative duties to assist the Development and Marketing teams, including mailing solicitations, general filing, and office organization
- 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 Advancement Team meetings as requested
- Conduct research on prospective individual, foundation, and corporate donors, and draft profiles of prospective donors
- Review website to identify needed corrections and updates
- Collect visitor data and identify trends
- Assist in other duties as directed by the Advancement and Corporate Relations 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
- 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 detail-oriented, have strong communication, organizational, and research skills, and exhibit self-initiative and resourcefulness. Interest in a career in nonprofit fundraising or marketing preferred.

Proficiencies:

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

Physical Requirements

- Lifting up to 40 pounds
- Standing and walking are required

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 submit the following to internships@dhrm.org :

A single PDF file containing:

- a. Cover letter referencing the job title
- b. Resume