Office of Advancement
Institutional Advancement Intern

Project Description:
The Smithsonian Office of Institutional Advancement invites applications from high school and college students or recent graduates for a part-time spring or summer internship. The Institutional Advancement intern will be exposed to all aspects of corporate and foundation fundraising—from building relationships with various corporations through sponsorships and memberships, to raising funds from foundation sources, to stewarding pre-existing donors. In addition, the team serves a central coordinating function for the fundraising offices across the Smithsonian’s 19 museums and galleries, 9 research centers, and the National Zoo.

The intern will have the opportunity to engage in significant activities of the Institutional Advancement Department; they will undertake practical, hands-on learning experiences involving a variety of core corporate and foundation relations research and communications projects. Several projects for this internship might include helping coordinate corporate membership events, editing corporate and foundation proposals, researching content for grant applications, prospecting institutional donors, and using the donor database to look up donor history. Though working with the Institutional Advancement team will be the intern’s primary function, the intern may also be called upon to assist with other Office of Advancement programs or projects.

Position Requirements:
Competitive applicants will have a background or interest in nonprofit fundraising and/or museum work. The selected candidate will have strong communication, inter-personal, organizational, and writing skills. Experience with Microsoft Office Suite and various internet search engines is required.

To Apply:
The spring session runs from January to May and the summer session, from June to August. We are currently accepting applications on a rolling basis. To apply, please submit an application for the Institutional Advancement Intern through the Smithsonian internship online system (SOLAA).

Please direct any questions regarding this internship to:

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