

Job Announcement

Membership Intern

Position Summary

The Membership Intern will work closely with the membership department, and more broadly with the development department, to learn about the different jobs needed to support the fundraising efforts of the museum. The intern will work on projects related to both data management and donor stewardship. Many projects will make use of Tessitura, providing first-hand experience with a CRM that is widely used in the cultural sector. This position is part-time, 20 hours per week, up to 240 total hours. This position reports to the Manager of Development and Reporting. The fall internship term runs from September to December 2026, with flexible end dates.

Responsibilities

Functions may include, but are not limited to:

- Assist with stewardship for high dollar donors
- Help develop new member retention strategy
- Prepare weekly contribution reports and contribution acknowledgement reports
- Perform data hygiene including address clean up, duplicate management, and contribution recoding
- Support maintenance of constituent records by adding photos of high dollar donors and uploading pledge documentation

Qualifications

The successful candidate will demonstrate the following skills/experience:

- Applicants must reside in the District of Columbia, Maryland, or Virginia and must be legally eligible to work in the U.S. without visa sponsorship by NMWA.
- Applicants must have completed their sophomore year of undergraduate study (or higher) or two-years' worth of work experience after high school.
- Attention to detail
- Comfort and experience with MS-Office products
- Discretion and sensitivity to personal information
- Willingness to learn new technology

If much of this job description describes you, then you are highly encouraged to apply for this role, even if you don't meet 100% of the qualifications. We recognize that it is highly unlikely for an applicant to meet 100% of the qualifications for a given role, and that every candidate brings unique experience and qualifications to a role. We are excited to meet you!

Compensation

NMWA Interns will be paid \$18.40 per hour.

How to Apply

Please apply through NMWA's online job application at this link:

<https://recruiting.paylocity.com/recruiting/jobs/Details/4157409/THE-NATIONAL-MUSEUM-OF-WOMEN-IN-THE-ARTS/Membership-Intern>. **You do not need to provide a cover letter**, instead please upload a two-page writing sample of your choice. If you are currently a student, please upload your unofficial transcript in PDF format. All supplemental documents must be in PDF format and labeled with the applicant's last name, first name, and name of the document. To request accommodations in the application or hiring process, please notify NMWA's internship coordinator at internship@nmwa.org.

The National Museum of Women in the Arts is an equal opportunity employer. To comply with tax and legal obligations all candidates must reside in Washington, D.C., Maryland, or Virginia. Candidates must be legally eligible to work in the U.S. without visa sponsorship by NMWA.

The National Museum of Women in the Arts is the first museum in the world solely dedicated to championing women through the arts. With its collections, exhibitions, programs, and online content, the museum inspires dynamic exchanges about art and ideas; advocates for better representation of women artists; and serves as a vital center for thought leadership, community engagement, and social change.