

Job Announcement

Development Department Intern

Position Summary

The Development Department Intern will support NMWA's legacy giving and donor stewardship program through research, donor engagement, communications, and special projects. The intern will contribute to projects designed to deepen NMWA's relationships with Legacy Society members and strengthen the ways NMWA recognizes and engages legacy donors. This position is part-time, 20 hours per week, up to 240 total hours. This position reports to the Development Associate, External Relations and Legacy. The spring internship term runs from February to May 2027, with flexible start and end dates.

Responsibilities

Functions may include, but are not limited to:

- Conduct research on Legacy Society members and help organize existing donor information to identify opportunities for more personalized engagement and stewardship.
- Develop an interview framework and conduct interviews with select Legacy Society members to learn about their connection to NMWA, interests, experiences, and motivations for supporting the museum.
- Synthesize interview findings and donor research, identify common themes, and develop recommendations for strengthening Legacy Society engagement.
- Research, develop, and draft content for a Legacy Society newsletter, including donor profiles, exhibition and collection highlights, staff perspectives, and other content relevant to legacy donors.
- Develop recommendations for a Legacy Society stewardship and engagement calendar, including personalized touchpoints such as birthdays, giving anniversaries, Legacy Society anniversaries, exhibition openings, and other milestones.
- Review legacy donor records and existing information to identify gaps and recommend additional information that could be captured to support more meaningful donor stewardship.
- Assist with organizing and maintaining donor information, research, and stewardship materials.
- Prepare research summaries, recommendations, and other materials for review by Development staff.
- Attend relevant Development meetings and gain exposure to fundraising, donor stewardship, campaign planning, and cross-departmental collaboration within a museum environment.
- Present project findings and recommendations to members of the Development team at the conclusion of the internship.

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.
- Strong research, writing, and organizational skills, with the ability to synthesize information and identify themes and opportunities.
- Interest in nonprofit fundraising, philanthropy, museums, arts administration, or donor engagement.
- Strong attention to detail and ability to handle information thoughtfully and appropriately.
- Comfortable communicating with a range of audiences and conducting professional conversations and interviews.
- Ability to manage multiple projects, meet deadlines, and work independently while seeking guidance when needed.
- Previous experience with research, writing, communications, fundraising, customer service, or project management is preferred but not required.

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/4495184/THE-NATIONAL-MUSEUM-OF-WOMEN-IN-THE-ARTS/Development-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, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by federal, state, or local laws.

Successful candidates will be subject to reference and background checks. 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.