



Position Title: Development Intern

Department: Development

Required Commitment Period: Fall Session, flexible hybrid schedule, minimum of 10 hours weekly; 120 hours total.

Start/End Dates: September 5th — December 5th, 2025

Application Deadline: Friday, August 15th, 2025, by 11:59 pm EST

General Overview

This position is intended to assist the Development Department with a variety of tasks depending on projects and on-going departmental needs. This position will expose the intern to all aspects of museum development including research, grant writing, filing, database referencing, attendance tracking, etc.

Key Responsibilities

- Development Event Assistance (Member Opening, October 13th).
- Member Benefit Fulfillment (RSVP tracking, attendance tracking, mailing letters).
- Donor Records (Filing, scanning, Database referencing).
- Grant Writing (Research grant opportunities, draft grant proposals and reports, and compile supporting materials).
- Support other fundraising and development projects as needed.

Desired Skills and Competencies

- Candidates should be flexible and comfortable working in a fast-paced environment.
- Candidates should be able to work and complete tasks under a deadline.
- Occasional evening or weekend work may be required.
- Creativity, patience, flexibility, and eagerness to learn are necessities.
- Good customer service skills are important.
- Strong research abilities, written and oral communication skills.
- Proficient in Microsoft Word, Excel, PowerPoint, Outlook.
- Strong organizational skills: the ability to multi-task, to communicate effectively, to work independently, and to maintain focus and problem solving are desired.
- Sensitivity to cultural and artistic diversity.

TO APPLY: Interested applicants may submit their resume and cover letter to Volunteer Services at volunteerservices@atlantahistorycenter.com . No phone calls please. This is a non-paid internship.