Position Title: Development Intern

Department: Development

Required Commitment Period: 10 hours per week

Start/End Dates: January - April

Application Deadline: 12/11/26

General Overview

Are you passionate about arts, culture, and nonprofit work? Gain hands-on experience in fundraising, grant writing, and donor engagement. Join our Development Team and help power the mission of our museum from the inside out! This internship is ideal for students or recent graduates interested in nonprofit management, arts administration, communications, or fundraising. You'll walk away with practical skills, professional connections, and a deeper understanding of how museums thrive and grow.

Key Responsibilities

- Assisting with grant writing and donor communications
- Conducting research to support fundraising strategies and outreach
- Working with our development database to update records and track participation
- Supporting event planning and attendance tracking for key initiatives
- Collaborating across departments to help engage with our donors and members.

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 apply online by filling out the application and attaching their resume and cover letter. If you have any questions, contact Volunteer Services at volunteerservices@atlantahistorycenter.com. This is a non-paid internship.