



The Arsenal, Central Park
830 Fifth Avenue, Room 203
New York, NY 10065
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INTERN SUMMER PROGRAM 2019

Development & Communications Intern

INTERN RESPONSIBILITIES

The Development Intern will assist the Development Manager and the Marketing & Communications Coordinator with the following:

- Assisting with fundraising campaigns, including the membership drive and year end appeal
- Assisting with planning for the 2019 Founders Award Dinner, HHT's major annual fundraising event
- Helping coordinate a lecture series that will celebrate the organization's 30th anniversary in 2019-20
- Planning special events for members and major donors
- Social media and marketing for events and fundraising campaigns
- Researching grant opportunities and assisting with proposal preparation and submittals
- Donor database input and analysis of donor history
- Donor prospect identification

QUALIFICATIONS/SPECIAL SKILLS/AREAS OF INTEREST

- Current college student or recent graduate
- Interest in exploring the non-profit world of fundraising, event planning, communications, and donor cultivation
- Interest in historic preservation or related fields is preferred
- Knowledge of Microsoft Office, Adobe Suite, and Raiser's Edge is preferred but not required
- Strong research and writing skills, attention to detail, and a positive attitude

CONTACT PERSON

Matthew Coody, Development Manager

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