



DEVELOPMENT AND MEMBERSHIP DEPARTMENT INTERNSHIP APPLICATION

The goals of the Development and Membership department are: to support museum activities through the cultivation of potential and longstanding donors (e.g. individuals, foundations and corporations); to provide stewardship to the Board of Trustees, Advisory Council and major donors; to enhance the museum membership program through benefits, events, member services, and outreach to our local, national and international members; and to increase museum revenue through the acquisition of new members, active fundraising, and annual solicitations.

Internship Projects

An intern within the department of Development and Membership must have excellent communication skills, be personable and project-oriented, and maintain a high level of professionalism. Experience with MS Office is a must, while Raiser's Edge experience is a plus. Interns can expect to:

- Aid in the compilation and submission of grant proposals and final reports
- Assist in regular membership mailings and major direct mail acquisitions
- Learn Raiser's Edge through gift processing, updating records and recording donor information
- Provide planning support for member and donor events such as exhibition opening receptions, including (but not limited to) managing invitation lists, working with caterers, vendors and sponsors, processing reservations and donations, and coordinating follow-up
- Follow through with other duties related to Development and Membership

Internship application requirements:

- Preferred areas of study: History of Art, English Literature, Communications, Arts Administration/Organization
- Internship application form, including at least one reference
- Additional page for Statement essay, if applicable
- Resume, cover letter

To apply, please email your application package to ifaulkerson@textilemuseum.org, mail to Attn: Development, The Textile Museum, 2320 S St. NW, Washington, DC 20008, or fax to (202) 483 – 0994.

THE TEXTILE MUSEUM
DEVELOPMENT AND MEMBERSHIP DEPARTMENT
INTERNSHIP APPLICATION

Name _____

Address _____

Telephone: Home _____ Cell _____ E-mail _____

I. EDUCATION:

Education _____ Degree _____

Major(s) _____

Languages Spoken (other than English): _____

II. INTERNSHIP SCHEDULE

Starting Date: _____ Ending Date: _____

Please specify what times you are available on the following days:

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
_____	_____	_____	_____	_____	_____

III. INTEREST AREAS

A. Below are listed various types of activities in which The Textile Museum regularly needs assistance. Please indicate if you have any of these skills.

- Projects related to department management, such as coordinating and printing monthly membership renewals, submitting grant proposals, composing and mailing donor acknowledgements and tax letters
- Projects related to database management in Raiser's Edge through gift processing, updating donor records, and documenting cultivation events and solicitations
- Special projects such as event management through planning, contact with vendors, caterers and sponsors, coordinating reservations and donations and processing payments and tax letters.
- Prospective donor research

B. How do you view internship work at The Textile Museum?

- Professional Growth Personal Satisfaction Other

C. Where did you hear about our internship opportunities?
