Development/Fundraising Intern

Fall 2019
Staten Island Historical Society at Historic Richmond Town

Historic Richmond Town was founded as the Staten Island Historical Society in 1856. The mission is to create opportunities for the public to explore the diversity of the American experience, especially that of Staten Island and its neighboring communities from the colonial period to the present. It's a remarkable living history town and museum complex with four sites. Not being fixed to a specific time period, famous event or person makes us unique in that we can interpret the rich, diverse cultural tapestry of American life at any point in our history.

This complex includes NYC's oldest continuously working, family farm and two other historic sites - including one of the oldest original houses in the country. There is no other place like it in New York City. Over 100,000 people visit the site each year to enjoy tours, education programs, museum exhibits and special events.

Description
The Development/Fundraising Intern at Historic Richmond Town will work closely on fundraising initiatives that provide support for the Museum’s operations and programs.

The intern will work directly with the Development Officer. This is an unpaid internship. The intern may receive course credit or fulfill an academic requirement with arrangement from the college or university. The internship requires a commitment of 6 – 12 hours per week.

The Development/Fundraising Intern will assist in a variety of projects and responsibilities that may include:
- Processing entries in the donor database
- Preparing all membership and donor acknowledgement mailings
- Researching potential grant funding
- Arranging upcoming grant application materials and drafting grant narrative questions
- Organizing development files and paperwork
- Collaborating on sponsorship initiatives and membership retention strategies
- Planning donor engagement programs and special events
- Other duties and projects as assigned
The intern will receive training in database entry and other development procedures. Useful qualifications for this internship include having proficient experience with Microsoft Office Suite, ability to multi-task and stay organized, and possess interpersonal skills for a professional environment.

Interested applicants will have an interest in the arts and cultural sector, eager to learn how non-profit organizations operate, and help Historic Richmond Town diversify its funding sources. This internship is ideal for individuals who are 18 years or older or currently attending college or a recent graduate.

To Apply
Send your resume and cover letter to ewilson@historicrichmondtown.org. Please feel free to leave your name and address off your application but be sure to include a contact number and email.