



Intern – External Relations

Summer 2010

A museum for children and families, designated by the U.S. Congress as the National Children's Museum (NCM), will be established at the new National Harbor waterfront development in Prince George's County, Maryland. Scheduled to open in 2013, NCM is in the second-phase of a \$182 million campaign.

Reporting to NCM's VP for External Relations, the External Relations Intern assists with all fundraising and communications activities and completes special research projects for the department. The ideal candidate will bring an enthusiastic, can-do attitude with a talent for handling details. The candidate will have a strong sense of professionalism and a team approach to effectively take NCM forward in this historic project serving the interests of children.

Key Responsibilities

NCM seeks an individual with the capacity to effectively do the following:

- Work with the Vice President for External Relations to research and develop cultivation and solicitation plans for key prospects.
- Write at least one grant proposal.
- Assist with research on individual and institutional prospects.
- Assist with materials preparation for weekly staff meetings.
- Assist with preparation for and execution of cultivation events.
- Provide assistance with administrative operations.
- Attend all External Relations staff meetings and at least one board committee meeting.
- Other projects, both fundraising and communications, to be designed in consultation with the Vice President for External Relations.

Ideal Qualities

The ideal candidate will possess the following attributes:

- Excellent written and oral communications skills
- Excellent comprehension and organizational skills
- High level of professionalism
- Ability to function effectively under stress
- Strong ability to relate to people at all business and social levels
- Self-motivated work style
- Friendly and outgoing personality
- Enthusiasm and dedication to teamwork
- Respect for confidentiality of all records

Education and Experience Applicants must be full time undergraduate students returning to their sophomore, junior or senior year of college in fall 2010. Some coursework and/or related experience similar to key responsibilities outlined above. Interest in pursuing non-profit fundraising career a plus.

Compensation Through the generous support of the Exxon Mobil Community Summer Jobs Program, interns are paid a salary of \$2,750 for a full-time eight week commitment. Exact dates are flexible.

To Apply Please send a cover letter, résumé, three references, a brief writing sample (1-3 pages) and dates of availability by email to theaphy@ncm.museum or by mail to:

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Deadline to apply for summer internship: March 19, 2010