Nantucket Historical Association Development Intern

The Nantucket Historical Association is seeking an enthusiastic individual interested in non-profit fundraising to join the Development team as an intern. The Development department raises funds to support core museum activities including exhibitions, education initiatives, public programs, conservation projects, capital projects, and more.

Qualifications:
- Attention to detail with good organizational skills
- Ability to work independently and see projects through from start to finish
- Ability to work on a variety of tasks with an upbeat attitude
- Excellent computer skills, especially with Microsoft Office
- Excellent interpersonal skills

Intern will:
- Learn best practices in fundraising
- Assist with event planning, including staffing of events
- Assist with assembling kits and mailings for current and prospective donors
- Gain skills in data entry and database management
- Assist in designing, executing, and analyzing department surveys
- Interface with members and donors
- Collaborate with other NHA departments as needed

This intern will report to the Associate Director of Development.

The internship begins in January, 2019 with a flexible start date. It includes a stipend of $2,500 for a 12 week period, housing, a Nantucket Regional Transportation Authority bus pass, and access to a bike. They will be expected to work 40 hours/week.

Cover letter, resume, and two references should be emailed to Amy Durbin at adurbin@nha.org or c/o Nantucket Historical Association, PO Box 1016, Nantucket, MA 02554.

The Nantucket Historical Association is an equal opportunity employer.