



External Affairs Internship

The Maryland Center for History and Culture (MCHC) is seeking an intern interested in learning about fundraising at Maryland's oldest continuously operating cultural institution. The External Affairs Intern will work closely with the Grants Officer, Major Gifts Officer, and Membership & Annual Giving Coordinator under the supervision of the Vice President of External Affairs. This in person internship assists the External Affairs/Advancement Team, with a range of responsibilities to include membership support, research, data collection, special campaigns, customer service, marketing outreach, and special events. The selected intern will gain valuable experience working in a nonprofit setting while being an important and valued contributor to the team. Strong preference for an applicant who is currently pursuing or who has a degree in non-profit management, marketing, communications, business, and or humanities.

Responsibilities:

- Assist with corporate, grant and or individual research;
- Serving as External Affairs liaison to obtain data from other in-house teams for program statistics utilized for grant applications and or reporting;
- Assist with public relations via customer service inquiries responding by telephone and/or email;
- Support marketing outreach for special cultivation programs;
- Support special campaigns and or with associated clerical functions;
- Support and attend special programs and or events;
- Assist with in-kind donation requests;

Skills and Qualifications:

- Degree or pursuing an undergraduate/graduate;
- Excellent communication skills, both oral and written along with interpersonal skills demonstrating excellent phone etiquette;
- Research, writing/proof-reading skills;
- Microsoft Office applications, Salesforce a plus;
- Self-motivated, flexible team player with positive attitude, ability to multi-task, and the ability to meet deadlines;
- Must have reliable transportation;
- Spanish proficiency, a plus
- Dependable and trustworthy.

About the Position:

- Duration of internship: Summer 2024
- Time commitment: The selected candidate will work 12 hours per week for 12 weeks, with flexibility for additional hours dependent on course requirements
- The stipend amount is \$1800.
- The selected candidate must undergo a background check to before

beginning the internship.

- Complimentary MCHC membership, including free library and museum admission;
- Opportunity to gain and/or enhance skills, and strengthen resume demonstrating experience.

How to Apply:

Please email your resume, cover letter, and one writing sample to Debbie Orlove/
dorlove@mdhistory.org, Major Gift Officer. Subject line: External Affairs Intern.
Internship will remain open until filled. No phone calls, please.

MCHC's Mission:

The Maryland Center for History and Culture collects, preserves, and interprets the history, art, and culture of Maryland. By exploring multiple perspectives and sharing national stories through the lens of Maryland, MCHC inspires critical thinking, creativity, and community.

About MCHC:

The Maryland Center for History and Culture is an equal opportunity employer that seeks to educate people of all ages about the American experience through the rich history of Maryland using its collections and to preserve important objects and archival materials from prehistoric Maryland to the present day. We do not discriminate based on race, color, religion, sex, national origin, disability, or any other status protected by law and strongly encourage all qualified professionals to apply. To learn more about MCHC, please visit www.mdhistory.org.