



**Internship Title:** DEVELOPMENT INTERN

**About TSA:** **The Smithsonian Associates** advances the Institution's mission "to increase and diffuse knowledge" through life-enriching educational and cultural experiences inspired by the Smithsonian's research and collections for DC-region students, families, and adults, and for learning communities nationwide.

**Intern Duties:** The intern will assist with the daily general office duties in the Development department such as

- Creation of marketing materials, cultivation and stewardship materials for donors
- Preparation of acknowledgement letters, grants and sponsor proposals
- Conduct online research for grants and donation prospects
- Data entry in donor tracking software

**Professional Development Opportunities:**

- Training and practice in development software platforms
- Expand research and organizational skills
- Exposure to macro (SI-wide) and micro (TSA) development efforts
- Improve writing skills through variety of communication mediums (formal letters, marketing materials, web content)
- Possible opportunity to participate in grant/proposal writing process
- Network with interns in TSA and across the Smithsonian

**Qualifications:**

- Good research and writing skills
- Professional demeanor, organizational and communication skills
- Experience in a work environment interacting successfully with others
- Ability to work quickly, and with attention to detail with confidential materials
- Familiarity with Microsoft Word, Microsoft Excel, and the Internet

**Seasons:** Spring (Jan – May), Summer (Jun – Aug) & Fall (Sept - Dec)

**Time Commitment:** 24 hrs/week; 1 full semester

**Schedule:** Three days per week, 9 a.m. to 5 p.m.

**Supervisor:** Elyse Tadich, Development Assistant

**Compensation:** All TSA Internships are unpaid and housing is not provided. College credit may be granted, but must be coordinated in advance with the intern's university/college.

**Location:** S. Dillon Ripley Center, Smithsonian Institution, Washington, D.C.

**Application Deadlines:** Spring – October 1  
Summer – February 1  
Fall – July 1

**To Apply:** Complete the online application at <http://intern.si.edu/>. Click on the link for the *Smithsonian Online Academic Appointment System (SOLAA)*. Questions can be directed to the Intern Coordinator at [TSAInternships@si.edu](mailto:TSAInternships@si.edu) or 202.633.8641.