**Development and Communications Intern (unpaid)**

**Winter/Spring 2017**

Montgomery History (formerly Montgomery County Historical Society) is looking for a develop-ment and communications intern to assist with marketing and communications for our educational outreach and public programs, and to support a variety of development activities - membership and annual giving, donor relations, and grant writing and foundation research.

**WHO WE ARE**

The Montgomery County Historical Society has been serving the local community through its exhibitions, programs, educational activities, library, and conferences since its founding in 1944.

Its mission is to collect, preserve, interpret, and share the histories of all of Montgomery County’s citizens. Montgomery History operates two museums on our Rockville campus (the c.1815 Beall-Dawson House and the Stonestreet Museum of 19th Century Medicine), manages a 10,000 piece collection of historic artifacts, operates the Jane C. Sween Research Library and Montgomery County’s official government Archives, provides a home for the county’s Genealogical Society, brings scholarly and public attention to 20th century history through the Harper Center for Suburban Studies, hosts an annual History Conference, and provides numerous educational and community exhibitions and events every year.

**SPECIFIC AREAS OF WORK**

Within the development arena, intern would be involved with the following:

Membership and Annual Giving

* writing/editing print materials and letters used in Montgomery History mailings;
* developing materials for fundraising events such as schedules and volunteer information and managing RSVP and attendance information;
* working in the membership/donor database to produce reports; and
* assisting with other related administrative projects.

Donor Relations

* assisting with cultivation events (including logistics, on-site support, and follow up);
* drafting and editing gift acknowledgements;
* working on long-term plan to develop materials for marketing our major and legacy giving; and
* assisting with other stewardship and donor-focused activities.

Foundation Giving

* researching foundations and drafting grant applications;
* preparing project budgets; and
* drafting stewardship and grant reports.

Within the Communications arena, intern would be involved with the following

* assisting with research and writing for bi-weekly e-newsletter ***History Happenings***, and quarterly print newsletter ***History Matters***;
* implementing social media campaigns with Facebook and Twitter;
* analyzing engagement trends across various communication strategies;
* updating the organization’s website using Word Press;
* researching additional opportunities for marketing and partnerships;
* maintaining communications database; and
* assisting with programs and events as needed.

Other duties may be assigned as needed.

**WHAT WE ARE LOOKING FOR:**

All internships are unpaid and are located at the Montgomery History campus in Rockville MD.

All candidates should have an interest in fundraising, communications, and/or a development-oriented career with a particular interest in historic sites and/or history museums.

The ideal candidate should be able to commit a minimum of 20 hours per week for a period of 8 weeks or more, will be someone who can take initiative and work independently, and will require limited supervision. Familiarity with Microsoft Office software program is required; familiarity with social media is a plus.

This is an excellent opportunity for someone with strong writing and communications skills that has an interest in development, public relations, marketing, or non-profit management to learn about the various functions in a small history museum.

**TO APPLY:**

Email cover letter, resume, and two references to [info@MontgomeryHistory.org](mailto:info@MontgomeryHistory.org) . Type “Application for Development & Comm. Internship” in the subject line. No phone calls, please.