



Position Title: Development Department Internship
Reports To: Development Associate & Stewardship Coordinator
Commitment: 20 - 30 hours per week
Start Date: Varies
Compensation: N/A

Organizational Description:

Since opening in 2005, in space contiguous with the St. Regis Hotel and in the historic Williams Building, Museum of the African Diaspora (MoAD) has served as a dynamic venue for the presentation of innovative and enriching exhibitions and programs that tell the extraordinary stories about the survival, adaptation, transformation and creativity of people of African descent.

As a contemporary art museum dedicated to the celebration of black cultures located centrally in downtown San Francisco, MoAD aims to ignite challenging conversations and inspire learning through the global lens of the African Diaspora. As such, the Museum is an essential resource for communities throughout the entire Bay Area, as well as a place of representation and belonging for people of the African Diaspora.

Position Description:

MoAD is accepting applications for a **Development Department Intern**. This intern will provide administrative and project management support to the Museum's Development Department, which includes the Museum's Executive Director, Development Associate, and Membership. The intern will assist the Development Department with research and grant writing, as well as provide administrative support for fundraising events and special initiatives. Membership support includes promoting and processing memberships, as well as assisting with mailings.

Educational Objectives:

Through this internship, students will learn about the inner-workings of MoAD executive and volunteer leadership. The intern will gain knowledge about nonprofit governance, organizational strategic decision-making and management, and will have broad exposure to a wide range of Museum functions on a daily basis. The intern will interface with a variety of departments including Exhibitions, Public Programs, Education, Marketing & Communications, Development, Facilities, and Visitor Experience. The intern will gain knowledge of grant writing, prospect research, and business planning.

Under the close supervision of members of the Development and Membership Team, the intern will learn about and gain direct experience in:

- Coordinating interdepartmental project meetings and taking notes
- Performing online research about other museums and organizations
- Preparing visual presentations
- Editing and preparing documents for distribution internally and externally
- Grant writing and project management
- Corporate and foundation funder research

Minimum Qualifications:

Education and Training: current undergrad or graduate level student

Requirements:

- Interest in nonprofit, cultural or community arts organizations
- Experience with MS Office Suite, Dropbox, Outlook, Databases
- Experience with social media platforms
- Attention to detail and strong organizational skills
- Comfort working with a diverse range of people, including Museum staff, Board Members, Funders, and members of the general public
- Some experience coordinating meetings or events (preferred, but not required)
- Graphic design experience (preferred, but not required)

Working Conditions:

Physical Demands: Light lifting; frequent use of stairs.

Special Environmental Factors: Close office setting

We are happy to work with your educational institution to provide credit for this internship. Please include this request in your cover letter.

EEO Statement

Museum of the African Diaspora is dedicated to diversity, inclusion, accessibility and equity. We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to age, race, color, religion, sexual orientation, gender identity, national origin, ability/disability status, protected veteran status, or any other characteristics protected by law. We highly encourage our diverse community to apply for available employment, internship, fellowship and volunteer positions at MoAD.

***A Cover letter is required as part of the application process. The cover letter should detail what you hope to learn and wish to take away from an internship opportunity with the museum. ***