October 2017

**Academic Year Internship – Advancement Department**

Schedule: 2 – 3 days per week

The Advancement Department of the Whitney Museum of American Art is seeking multiple interns in the following areas: Business Systems, Corporate Partnerships, Foundation and Government Relations, Major Gifts, Membership and Special Events. The department is responsible for fundraising efforts through engagement in strategic planning, development, management and implementation in pursuit of building long-term relationships for the museum’s financial health.

Responsibilities can include assisting with research, drafting and producing letters and proposals, updating donor database records (Raiser’s Edge), event location scouting, and assistance with special events. Applicants must have strong oral and written communication skills as well as the ability to stay focused in a busy office environment. Experience with Raiser's Edge is a plus.

Internships are open to students of junior-year college level or above, recent graduates, and graduate students. Interns are required to commit to a minimum of 2–3 days per week and are eligible for regular employee discounts including free admission to most New York City museums.  Internships are eligible for academic credit.

**Application Instructions: P**lease submit a resume and cover letter to [hr@whitney.org](mailto:hr@whitney.org)  and state “Advancement Internship” in the subject line.