October 2017

**Academic Year Internship – Major Gifts**

Schedule: 2 – 3 days per week

The Major Gifts area of the Advancement Department is seeking an intern to assist with: prospect research (writing of thumbnails, gathering of contact information, entering to Raiser’s Edge); research event ideas and locations for patron groups and affinity committees; proposal creation for upcoming Whitney exhibitions; assist with special events (set up, check in, logistical help as needed); organize and perform donor group mailings (solicitations, renewals, invitations).

Interns are encouraged to attend curator-led tours and public programs during the semester. Interns can also request credit toward their degree.

Internships are unpaid and open to students of junior-year college level or above, recent graduates, graduate students and postgraduates. 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.

**Application Instructions:** Please submit a resume and cover letter to hr@whitney.org and state “Major Gifts Internship” in the subject line.