

## **Fundraising and Grant Writing Internship**

Applications accepted on an ongoing basis.

Girl Museum is seeking a Fundraising and Grant Writing intern to help provide a wide range of research, administrative, and general support to the museum's Head Girl and Program Developer. In return, Girl Museum will provide an opportunity for the intern to gain experience in and familiarity with areas such as fundraising, membership development, direct donation appeals, grant writing, and related work.



### **Duties and Responsibilities may include:**

- Conduct research on potential donors, strategic partners, fundraising opportunities, and grants.
- Prepare reports on current development efforts.
- Brainstorm new methods of increasing donations, including but not limited to crowdfunding campaigns, t-shirt or related fundraisers, and hashtag-based giving awareness days for social media.
- Provide logistical and clerical support to the Head Girl in applying for grants or other funding opportunities, or maintaining financial records and donor files.
- Opportunity to assist with strategies for growing our online store, Amazon Smile, and related initiatives. May also suggest edits for our Donation webpage.
- Opportunity to develop initiatives to better engage and connect with our donors.
- Assist with other projects, as assigned or desired. Intern may also be given the opportunity to write for our blog.

### **Qualifications:**

- Interest or experience in nonprofit development, fundraising, and grant writing.
- Have reliable access to a computer and the Internet.
- Ability to use, or learn to use, Google Drive.
- Creative, thoughtful, very self-motivated, trustworthy, reliable, and enthusiastic.
- Able to work well independently and on a team.
- Must be able to define and work to deadlines.
- Ability to dedicate at least 5 hours per week to duties, with weekly check-ins via email.

### **Benefits:**

- Build your portfolio of work, including proof that you are a social media rockstar. We are happy to provide references for job or school applications.
- Flexible scheduling.

- Be part of the world's first and only museum dedicated to girls.
- Help grow our museum to reach new audiences and develop better programs for girls.

**Duration:** Flexible; 3 months minimum.

**Hours:** Our museum is online, so your work can be done from your home/office. Minimum 5 hour per week commitment.

**Internship is volunteer only and not compensated.** Intern may be eligible for academic credit, with approval from your academic supervisor.

**About Girl Museum:**

Girl Museum is the first and only museum in the world dedicated to celebrating girls and girlhood. Established in March 2009, we believe girls are the key to a brighter, better future and that girls deserve to have a museum of their own.

We are an entirely virtual museum dedicated to the research, preservation, and presentation of girl culture and a registered 501(c)3 non-profit in the United States.

Our mission is to celebrate girlhood and provide a positive, safe virtual space for girls. We are led by a dedicated team of volunteer staff and Junior Girls who are located around the world and work remotely. For more information, [download this PDF](#).

**To Apply:**

Please submit the following to [tiffany@girlmuseum.org](mailto:tiffany@girlmuseum.org):

1. Your full contact details, including: Name, email address, and location in the world.
2. A paragraph on EACH of the following:
  - a. Your education;
  - b. Your interest in and experience in nonprofit development;
  - c. Career goals, and
  - d. Why you want to work with Girl Museum.
3. Samples of work, such as grants or development-related reports and initiatives.  
*(Optional)*
4. Your resume or CV.