**Development Intern**

The Development Intern provides administrative support to our Development Office. This internship offers an immersive experience for aspiring museum professionals interested in fundraising, communications and arts administration.

The Branch Museum of Architecture and Design is a 501c3 non-profit museum located in the heart of Richmond, VA. We are dedicated to revealing the inherent beauty of created form and space while igniting a passion for design. The museum is housed within an architectural treasure, and serves as a destination and resource for the investigation of form and function.

**Our Mission:** The Branch elevates awareness of the transformative power of architecture and design.

**Our Vision:** We envision a society that appreciates, supports, and embraces exemplary architecture and design…past, present, and future.

**Responsibilities:**

* Assist members of the Development Office with administrative duties and fundraising projects
* Research giving opportunities and strategize ways to recruit individual, foundation and corporate donors
* Observe Development and special event meetings
* Enter and track development activity in the department’s fundraising database
* Assist with membership mailing and invitations

**Requirements:**

* Student at a college/university, graduate student or recent college graduate
* Must be responsible and able to multi-task.
* Strong writing, editing and research skills.
* Must have a basic knowledge of computers and various applications.
* Fluency in social media platforms (Instagram, Facebook, and Twitter)
* A cheerful, friendly, and outgoing disposition, an outside-the-box thinker

**Work schedule:** 15 hours per week, unpaid

**To Apply**: Please send your résumé and cover letter to [ckashani@branchmusuem.org](mailto:ckashani@branchmusuem.org).