



DANK Haus German American Cultural Center Fundraising & Grant Writing Internship

Application deadline: rolling basis

Time Commitment: 15-20 hours/week for 3-12 month period

Please Note: This internship is unpaid, but may be completed for course credit if applicable

About Us: The DANK Haus German American Culture Center is a 501(c)3 not-for-profit organization that was founded in 1959. We are the leading German/German-American Center in the Midwest region and our mission is to preserve and promote German culture, heritage, and language through maintaining a center consisting of a museum, art gallery, library, and language school, and organizing educational and social programming focusing on and emphasizing the history, traditions, and contributions of Germans and German Americans. We are located in a historic 77,000 sq.ft building in Lincoln Square, one of the historically German neighborhoods of Chicago. Our homepage is www.dankhaus.com.

Our **vision** is to meaningfully engage generations of friends, neighbors, and all those interested, to explore and experience the vibrant, multifaceted German American culture of our past and present, through our **core values:** Hospitality (Gastfreundschaft), Engagement (Austausch), and Authenticity (Authentizität).

Position Overview: The DANK Haus German American Cultural Center is seeking a motivated and responsible college student or young professional who is looking to gain experience with a premier nonprofit cultural center. The internship will provide you with substantial experience in fundraising and will offer you concrete skills in nonprofit development and management, grant writing, and donor prospect research.

Responsibilities:

- Work with Executive Director to determine priority programs, which may include operations, exhibitions, public events, and outreach initiatives
- Research current funding trends for heritage- and immigration-related cultural initiatives.
- Persuasively and effectively research, write and submit grant proposals to foundations, corporations, and government agencies.
- Communicate DANK Haus mission and programs to potential funders

- Assemble and submit grant requests, including letters of intent, proposals, budgets, presentations and any other supporting documentation that may be required
- Establish rapport and maintain personal contact relationships with foundation program officers and corporate and government contacts
- Create and maintain a detailed calendar/dashboard, including a project task list and a spreadsheet of past, current and future grants and opportunities for funding
- Ensure prompt acknowledgement and follow up reporting to any and all foundation, corporate or government gifts
- Keep multiple projects moving in a timely manner, meet submission and project deadlines, and manage all supplemental materials required for proposals

Desired Qualifications:

- An interest in a non-profit career, particularly in development and fundraising
- Strong organizational skills and attention to detail.
- Excellent written and verbal communication skills.
- Proficiency in Microsoft Office suite and Google Workspace.
- Ability to work independently and collaboratively in a fast-paced environment.
- German language skills are a plus, but are not required.

Benefits & Compensation:

- This is an unpaid internship, but may be completed for course credit if applicable. Interns are responsible for ensuring the internship meets credit requirements.
- Interns will receive a free Friends of DANK Haus membership for themselves and a friend
- Interns and a friend may take any DANK Haus German courses free of charge
- Interns and a friend may attend any DANK Haus event free of charge
- Interns receive free food and drink at any in-haus event where food and drink are being sold
- Hands-on experience in nonprofit management and operations.
- Mentorship and guidance from experienced professionals in the field.
- Networking opportunities with staff, board members, and stakeholders.
- Flexible schedule and possibility of remote work arrangements

How to Apply:

Applications can be submitted to jobs@dankhaus.com. Please include a resume and cover letter. In your letter, please address why you are interested in a fundraising and grant writing internship with the DANK Haus and any relevant previous experience.

Location:

The DANK Haus is located at 4740 N Western Ave, Chicago IL 60625, just a half-block from the Western Brown-Line station at Lincoln Square.

The DANK Haus German American Cultural Center is an equal opportunity employer and encourages applications from individuals of all backgrounds. We thank all applicants for their interest in this position; however, only those selected for an interview will be contacted.