

DANK Haus German American Cultural Center Development Internship



Time Commitment: 15 hours per week for 10-12 weeks (may be extended)

Essential Duties: 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 non-profit cultural center. The internship will provide you with substantial experience in fundraising for our Museum, Library, Scharpenberg Gallery, Genealogy Lab, Language School, and an archives of German-American newspapers and print materials. The Development Internship will offer you concrete skills in non-profit development and management, grant writing, and donor prospect research in a prominent Chicago cultural center.

Please note that this is an **unpaid internship**. There is an opportunity for school credit if allowed by the college/university applicant. Position offers an excellent opportunity to work on substantive projects and can result in a great reference.

Duties include, but are not limited to:

- Work with Museum Director and 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
- Commitment to the DANK Haus German American Cultural Center's mission of preserving and promoting German culture and language
- Excellent written and verbal communication skills.
- Basic computer skills (MS Office suite, internet research, email)
- A passion for German history and culture considered a plus

How to Apply:

Submit a resume and cover letter to Rosa Gallagher at rosa@dankhaus.com. In your letter, please address why you are interested in an internship with the DANK Haus and any relevant previous experience.