

## Development/Special Events Internship

### Description:

The ideal candidate will be a proactive, high-energy individual who is detail oriented and has strong inter-personal and communication skills. This individual should also be able to work under pressure in a fast paced environment and willing to lend a hand on projects big and small. The ability to multitask and prioritize is a must. This role will have a high level of written, and phone interactions with individuals of different levels and requires both a well spoken individual as well as someone with strong writing skills. The Development Intern's core responsibility is to support the Development and special events team. The Development Intern will report to the Manager of Annual Giving and Special Events. This internship is available each semester. HSP is always looking for smart, determined individuals who would like to participate in an internship with us. The internship will be 3-5 days a week beginning immediately through June 30, 2017. General business hours are 9am to 5pm. **The internship pays a monthly stipend.**

### About the Organization:

Founded in 1824 in Philadelphia, the Historical Society of Pennsylvania inspires people to create a better future through historical understanding. One of the oldest historical societies in the United States, it is home to some 600,000 printed items and more than 21 million manuscript and graphic items. Its unparalleled collections encompass more than 350 years of America's history—from its 17th-century origins to the contributions of its most recent immigrants. The society's remarkable holdings together with its educational programming make it one of the nation's most important special collections libraries: a center of historical documentation and study, education, and engagement.

### Responsibilities will include:

- Assist with all aspects of Founder's Award dinner: marketing, copy writing, guest list, and day-of activities
- Help plan Young Friends special events: this entails sponsorship solicitation, marketing, event planning, and budgeting
- Coordinate Young Friends Board materials and meetings
- Data entry in Raisers Edge database
- Assist with mailings, filing and various administrative support for development and events department
- Assist in planning and execution of membership and donor events during and after library hours
- Other duties as required

### Skill set desired in applicant:

- Working knowledge of Microsoft Word, Excel, Outlook, and InDesign (Adobe products)

- Excellent communication skills, both written and verbal
- Ability to work independently and take initiative on projects
- Knowledge of young professional groups preferred

**To Apply:**

To apply, please send resume and cover letter to Bethany Yost, Manager of Annual Giving and Special Events, at [byost@hsp.org](mailto:byost@hsp.org) <sup>[1]</sup> by February 6, 2017.

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**Links**

[1] <mailto:byost@hsp.org>