

# Development Intern

<b>Full-/Part-Time:</b>	Part-Time
<b>Regular/Temporary:</b>	30-week development intern for spring and summer 2025 (dates are flexible; mid-February to September)/up to 15 hours a week; flexible throughout the internship
<b>Rate:</b>	\$20 per hour
<b>Immediate Supervisor:</b>	Director of Engagement

Are you looking for a role that combines your love of philanthropy and your appreciation for the work of nonprofits? Are you curious about a humanities organization that helps people explore the human experience through grants, programs, and storytelling? Are you looking for an internship that will inspire you and give you experience working on a development team? Do you love thinking, reading, and talking? Then we want you to join our team!

Indiana Humanities is a dynamic statewide nonprofit organization dedicated to promoting the public humanities. We are a grant-maker, convener, program partner, and more. We offer an exciting and challenging internship opportunity for a self-motivated student who is passionate about building resources to support the transformational power of the humanities. This internship may be in-person or hybrid. Candidates within driving distance of Indianapolis can work in person at our office.

In 2025, we'll seek supporters for a variety of our grants, programs, and events, including those that fall under our new theme focused on democracy and civics, and which will encompass programs such as *Voices & Votes*, the Smithsonian Museum on Main Street traveling exhibit, as well as accompanying speaker and conversation bureaus, and a new season of the popular program Campfires. We'll also look for donors for other projects, including Proof: a Midwest Lit Fest and the Indiana Authors Awards.

Your primary responsibilities will be to help develop the individual giving program. Daily activities could include drafting appeals; collaborating on digital development pieces with the communications team; working on a stewardship plan; or editing records in the database.

## Qualifications:

- Outstanding organizational skills
- Demonstrated ability to work independently
- Demonstrated critical thinking and action
- Experience with Microsoft Outlook, Word, and Excel

We realize there are great candidates who won't check all of these boxes, and we also know you might bring important skills that we haven't considered. If that's you, don't hesitate to apply and tell us about yourself.

Indiana Humanities is an equal opportunity employer, and our hiring process is inclusive of all genders and gender expressions, races and ethnicities, religions and sexualities, as well as veterans and people with disabilities. The Indiana Humanities offices are located near downtown Indianapolis in a lovingly restored historic home built by Indiana author Meredith Nicholson. Our office hours are 8:30am to 5pm, and we offer flexible working schedules to accommodate the professional and personal needs of our staff. Learn more about us at [www.IndianaHumanities.org](http://www.IndianaHumanities.org).

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To apply, please send a resume with at least two references and a cover letter explaining your interest in the position to Marisol Gouveia, director of engagement, at [hr@indianahumanities.org](mailto:hr@indianahumanities.org). Please put the name of the position for which you are applying in the subject line. Applications are requested by Dec. 2 at 5pm.

