



HOLOCAUST
CENTER *for*
HUMANITY



Educate. Inspire. Take Action.

Holocaust Center for Humanity

Development & Communications Intern

The Holocaust Center for Humanity's mission is to teach the lessons of the Holocaust, inspiring students of all ages to confront bigotry and indifference, promote human dignity and take action.

In 1989 the Holocaust Center for Humanity was founded by a small group of local Holocaust survivors passionate about combating Holocaust denial through education. Today the Center touches the lives of over 40,000 students, teachers and community members in the Northwest through its vast collection of resources, including Teaching Trunks, a Speakers Bureau of Holocaust survivors and their descendants, Teacher Trainings, and more. In 2015, the Center opened its museum in downtown Seattle, offering a safe place for students, teachers, and community members to learn.

The Holocaust Center for Humanity is seeking a part-time Development & Communications intern at a rate of \$15/hr to join our team. The ideal applicant will possess strong writing and interpersonal skills, attention to detail, and an enthusiasm for learning all aspects of development and communications as a part of a small team.

JOB DUTIES

- Qualify donors through phone calls and emails
- Donor management using our CRM platform
- Conduct research on potential donors, strategic partners, and potential grants
- Assist with grant reporting
- Create content for the Center's monthly newsletter and social media channels, including interviewing donors and spotlighting programs

- Draft correspondence, reports, proposals, and donor appeals
- Work on various tasks and projects for the Center's annual fundraising Luncheon
- Assist with mailings and special projects as needed

SKILLS REQUIRED

- Exceptional written skills and grammar
- Excellent oral communication
- Detail-oriented and ability to effectively prioritize tasks
- Ability to take directive while having initiative to work independently
- Database experience preferred

QUALIFICATIONS

- A bachelor's degree
- Current graduate student or advanced degree preferred
- Eager to learn with a keen sense of inquiry
- Interest in learning about fundraising and communications at a growing non-profit
- A positive attitude and experience in effective, collaborative teamwork
- A sensitivity to the topic of the Holocaust, and interest in creating a more tolerant and compassionate world through education

Email resume, cover letter, and two professional writing samples to Nicole Bela, Director of Development, at Nicole@HolocaustCenterSeattle.org.